

## SNF INDIA PVT LTD

### Employees Leave policy

Policy title	Amendment to working days and leave policy
Effective date	March 25' 2022
Initiated by	HR
Authorized by	Chairman and Managing Director

#### **CURRENT LEAVE SYSTEM:**

	Leaves eligible	Cannot be carry forward	Max accumulation allowed
EL	4 days/ month= 48	27	90

#### **NEW LEAVE POLICY (only for Non-Operation department employees): WITH EFFECT FROM 01.04.2022**

- Weekly working days for non-Operations department employees are changed from 3 Saturdays in a month to alternate Saturdays
- There is no change in working days for Out stationed employees

	Leaves eligible per year	Cannot be carry forward	Max accumulation allowed
AL	3 days/ month= 36	21	90

- The new working days and leave policy are not applicable to Operations department and they will continue with existing policies and procedures (all Saturday working)

(Operations- Production and Quality control, Projects & Engineering, EHS & Loading team (Logistics))

	Leaves eligible per year	Cannot be carry forward	Max accumulation allowed
AL	48	27	90

#### **Why this new leave system and What are the changes in the new Leave system?**

- New leave policy will improve productivity and allow departments to function on all Saturday's same time employees work only on alternate Saturdays
- HOD's to decide a fixed schedule for each employee ensuring above rules
- Leaves on working Saturdays should be allowed only on emergency
- If C-off is applicable, it must be utilized within next 5 days (week)
- **Accumulation of leave for non-Operations department employees**
  - In the new system, max 15 days of leaves can be accumulated and carried forward to next year, balance leaves of the year can be either availed during the year or would lapse by end of the year
  - Maximum 90 days of Annual leaves can be accumulated at any given time (same as old system)
  - Minimum of 60 days should be kept in employee account at any given time (same old system)

➤ **Encashment of leaves**

- Any leaves above 90 days accumulated will be automatically encashed in the month of January.
- However, employees have an option to encash their accumulated leaves above the min limit of 60 days, once a year in the month of January through a request to Payroll department.
- Leave encashment would be calculated as per their December month Basic salary

**No change in following leaves**


- **Maternity Leave:** Eligibility as per existing Maternity Leave Policy
- **Special Leave for Women Employees:** as per existing 12 Days per Annum (1 day per month)

**No change in public holidays:** SNF (India) will decide the paid holidays and announced every December for the succeeding year which includes 4 National Holidays (i.e., Republic Day, May Day, Independence Day, and Gandhi Jayanthi) and other local holidays. Notification to this effect will be placed in Bulletin Board.

**GENERAL GUIDELINES FOR AVAILING LEAVE:**

- Apply your leaves well in advance, all leaves must be pre-approved by the HoD
- HoDs should support their team who do not have leave management system access
- HoDs to approve their team's "leave/tour/permission/on duty" within 2 days of the application
- 6 short leaves in a month (1 short leave = 15 min short attendance) will be cumulated into a half day leave

Approved By

  
Mr. Kumaresan Rajendran  
Chairman and Managing Director

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*Above approved policy by CMD to be circulated to all SNF India Pvt Ltd employees. Policy Can be amended as per discretion of Chairman and Managing Director*

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