

LEAVE RULES AND PROCEDURES

1. OBJECTIVE

The purpose of leave is to enable employees to rest, recuperate and fulfil other essential personal needs or exigencies.

This leave policy outlines the rules and regulations applicable to availing leave for different reasons and will be effective from **1st January 2019**.

2. SCOPE

The leave policy is applicable to all Staff category employees of Vedanta Limited – SESA GOA IRON ORE BUSINESS hereinafter referred to as Staff.

For the purpose of leave, Staff are classified into following categories

- a. Confirmed Employees
- b. Probationers
- c. Trainees

Staff can avail the following types of leave:

- a. Sick Leave
- b. Casual leave
- c. Privilege Leave
- d. Maternity Leave
- e. Adoption Leave
- f. Paternity leave
- g. Leave Without Pay
- h. Joining leave

Leave will be calculated on a calendar year basis.

3. LEAVE APPLICATION

- a. No Staff shall remain absent from duty without prior sanction of leave, except in case of sick leave. Absence without sanctioned leave will entail deduction of salary and also may subject the Staff to disciplinary action in accordance with the service rules of the company, including cessation from employment.
- b. Leave must be applied in advance through the system / Mobile app. In cases of sickness or emergency, the HoD should be notified immediately.

4. LEAVE SANCTION

- a. The HoD, or any manager deputed so by the HoD in his/her absence, may sanction leave.
- b. Leave, of any kind, will be granted to Staff at the discretion of the Company and nothing in these rules may be considered as limiting this discretion in refusing, revoking or curtailing leave, based on Company's work exigencies
- c. Where leave is refused or postponed, the fact of such refusal or postponement and the reasons for it, should be noted and forwarded to HR Department.
- d. The HoD has the discretion to revoke, revise or curtail an employee's leave, in the case of extreme work exigencies. The Staff may proceed / continue on leave again at the earliest possible instance.

5. LEAVE EXTENSION

- a. Requests for extension of leave (other than casual leave), if any, after the commencement of sanctioned leave, should reach the concerned authority before the expiry of sanctioned leave.
- b. If extension is granted, it will be treated as paid leave. If not granted or if the Staff does not have sufficient leave balance, it will be treated as Leave without Pay. **If the Staff does not receive communication from the Company, either granting or refusing extension, it should be concluded that extension is not granted.** Staff should contact the concerned HR department for confirmation.
- c. Staff remaining absent beyond the period of leave / extension granted, shall be treated as having left the Company's services from the scheduled date of resumption of work, if they do not resume within 10 days from the last date of leave and substantiate with reasons for absence.(the discretion of accepting such reasons rests with HOD & the concerned HR Department)

6. LEAVE RECORD

A record of all leave granted / refused / postponed, shall be maintained by the respective HR Department for a maximum of 3 years.

7. GENERAL RULES

- a. Before proceeding on leave, Staff shall intimate to the HoD, the contact address and phone number, where they are accessible while on leave, and shall keep HoD informed of any change in the address and phone number so furnished.
- b. Staff, while on leave, will not take up any employment or vocation, for profit or gain, elsewhere. Staff found to have been gainfully employed elsewhere during the period of leave, shall be liable to dismissal

without notice and without wages in lieu thereof. Action may also be taken against such Staff for false information regarding the purpose of leave.

- c. Staff, in the Company's service for part of the year, will be entitled to avail leave proportionately.
- d. Intervening holidays will not be counted as leave days in case of PL, CL and SL.
- e. Prefix and suffix holidays will not be counted as leave days in case of PL, CL and SL.
- f. Combining of PL, CL and SL is allowed.

8. LEAVE & ENTITLEMENT

a. Sick Leave

Sick leave is availed when Staff is unable to attend work due to medical reasons.

- i. Sick Leave is applicable and granted to confirmed employees, probationers and trainees.
- ii. All staff will be granted 7 days of sick leave per annum. Sick leave can be accumulated to 30 days only. However SL cannot be encashed at any point of time.
- iii. If sick leave exceeds 3 days, a certificate from a registered medical practitioner must be submitted. If leave exceeds one week, a medical fitness certificate must also, in addition, be submitted on resuming work.
- iv. If continuous sick leave is required for an extended period of time, the same will require the written approval of the CEO or CFO or COO and the HR Head. Sick leave beyond the entitled leave to the credit will be adjusted from PL balance and thereafter will be considered as Leave without Pay. The Management reserves the right not to grant sick leave beyond certain duration.

b. Casual Leave

In case of personal emergencies, Staff can avail casual leave.

- i. Casual leave is applicable and granted to confirmed employees, probationers and trainees.
- ii. Casual Leave can be availed up to a maximum of 7 days in a year. Casual leave cannot be accumulated not encashable. Unavailed casual leave at the end of the calendar year will lapse.
- iii. Casual leave can be clubbed with Compensatory Off /Privilege / Sick leave.
- iv. Casual leave is not entitlement. The HoD will exercise utmost discretion while granting this leave. Prior approval of the HoD is required.

c. Privilege Leave (PL)

Privilege leave should preferably be planned in advance. Each HoD should work out a leave roster for the year in consultation with department Staff.

- i. Privilege leave will be earned by confirmed employees and probationers at the rate of 25 days for full calendar year of service or pro-rata thereof.

- ii. Although probationers may earn the PL at the above rate from the respective date of probation, the leave would be availed / admissible only on confirmation of service. They are not eligible for encashment in case of separation during their probation period.
- iii. PL earned is credited to the Staff's account in the month of July (12 days) and at the beginning of the following calendar year (13 days).
- iv. If Staff falls sick during PL, only the period thus extended will be treated as sick leave.
- v. PL can be accumulated up to 90 days as on the 1st of January. Any accumulation beyond this limit upto 16 days will be encashed in normal circumstances at the discretion of the management, for all staff together and not individually in the month of January / February each year, at the base salary applicable in December prior. Accumulation of leave beyond 90 days shall automatically lapse, subject to above encashment.
- vi. At the time of the Staff leaving the Company's services, PL balance, after adjustment against approved shortfall in notice period, will be encashed at the rate of the last drawn basic. Staff cannot avail PL while serving notice.

d. Maternity leave (ML)

All female Staff, trainee, probationer or confirmed, who have completed a minimum continuous service of 80 days with the Company, are entitled to avail maternity leave with full pay, subject to certification by Company's Doctor.

- i. All female Staff (trainee, probationer or confirmed) who have completed a minimum continuous service of 80 days with the Company, are entitled to avail maternity leave with full pay, subject to certification by Company Doctor.
- ii. For first 2 children, staff can avail 26 weeks as ML, of which not more than 8 weeks precede the expected date of delivery.
- iii. For third child onwards, staff can avail 12 weeks as ML, of which not more than 6 weeks precede the expected date of delivery.
- iv. All intervening weekly offs and holidays are counted as part of ML.
- v. If any Staff requires further maternity leave, she can avail PL, as available, after approval from the concerned HOD and HR Head

- vi. Staff must apply for ML at least 30 days in advance. ML availed without prior consent will be treated as Leave without Pay.
- vii. There is no credit, accumulation or encashment of ML.

e. Adoption Leave (AL)

- i. All female Staff (trainee, probationer or confirmed) who have completed a minimum continuous service of 80 days with the Company, are entitled to avail adoption leave with full pay, subject to certification by Company Doctor.
- ii. Only female Staff who legally adopts a child below 1 year of child's age will get 12 weeks of adoption leave.
- iii. The 12-week period of adoption leave will be calculated from the date the child is handed over to the adoptive mother.
- iv. All intervening weekly offs and holidays are counted as part of AL.
- v. There is no credit, accumulation or encashment of AL.

f. Paternity Leave (Pat L)

- i. Paternity leave of 1 week is applicable to all confirmed male employees and probationers.
- ii. Leave can be availed between 15 days preceding and up to 15 days after delivery of the child
- iii. All intervening weekly offs and holidays are counted as part of Pat L.
- iv. There is no credit, accumulation or encashment of Pat L.
- v. Pat L can be availed only twice in an employee's tenure at Vedanta.
- vi. Birth certificate of the new born child must be submitted within one month from the date of availing Pat L.

g. Leave Without Pay (LWP)

Staff, trainee, probationer or confirmed, with no PL balance may be granted leave without pay at the sole discretion of the management. Staff must take prior permission of the Business Head and HR Head with a recommendation from the HoD. Staff will not be eligible for payment of salary, allowances, other related components or performance bonuses for this period. Period of LWP will not accrue any PL.

h. Joining Leave

To enable settle down in their new place of posting, Staff, transferred between units, will be entitled to avail joining leave up to a maximum of 5 working days, in addition to travel time. Lateral recruits and also Staff seconded from / to other units of the Vedanta group can avail this leave within 90 days of joining. Prior approval of HoD and HR Head is required.

i. Leave during Training

Trainee leave has been withdrawn.

9. SPECIAL LEAVE FOR ACCIDENTS

Staff, who unfortunately meet with an accident, arising out of or during the course of employment (on duty accidents), shall be given accident leave, with full pay for such a period as medically advised and recommended by the Company Doctor. This is not applicable to Staff covered under ESI.

10. COMPENSATORY OFFS (CO)

Staff, in levels of M5 and below and working in shift operations (not general shift), can claim compensatory off, as compensation for working on weekly offs, holidays or continuing to work for an additional minimum 8 hours. Staff cannot claim CO against extra hours worked on a normal working day.

Staff must claim CO within the next 30 days, after which it will be lapse. CO cannot be encashed. CO must be availed on a particular time period (within 30 days) after prior approval of the HoD, which should be forwarded immediately to the HR Department.

If Staff is required to work on a weekly off that coincides with Company's declared holiday, they can avail only one CO as compensation.

11. UNAUTHORISED ABSENCE

When Staff remains absent without sanctioned leave / regularising leave, it is unauthorised absence. Staff will not be entitled to salary, related components, performance pay or other benefits for this period. For every 5 days of unauthorised absence, ½ a day's PL entitlement will be deducted.

Note: The Company may at any time at its discretion modify, alter, add or delete and / or substitute all or any of these rules.