

Leave Policy & Guidelines

Team Human Resource

SCOPE

The provisions of the Leave Policy shall apply to all employees of ANTINO present in Corporate Office Gurgaon, Bangalore other cities and offices or placed at Clients site* in India or abroad.

The Policy comes into effect from 1st of Jan,2025

*Employees based at Client sites will be governed by their leave policy .

PURPOSE

The Objective of the Policy is to lay down Leave Policy for the Employees of ANTINO and give them opportunity for holidays/leaves in times of their personal requirements and emergencies.

Eligibility:

Employees who are Confirmed / on Probation are eligible to avail Leaves as per the Leave Policy and Guidelines mentioned below. Trainees and Interns are not entitled to leave except weekly offs and casual leaves & sick leaves, and employees on probation are not entitled to avail Privilege Leaves.

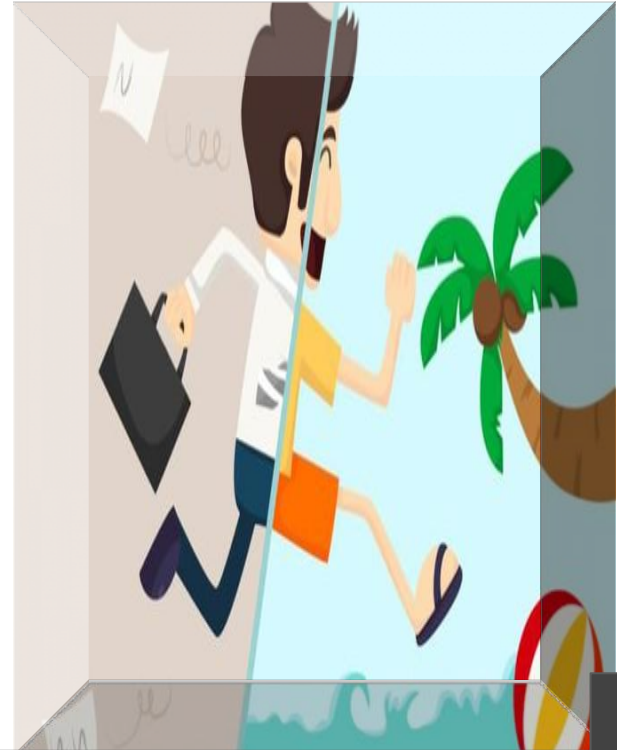
Office Timings (9:30am – 6:30pm):

The Company provides Flexible working hours. Employees are advised to login a **minimum of 9 hours** of work every day which includes an hour of break. However employees have to reach office latest by 10:30 am which includes their buffer time.



Privilege / Earn Leave

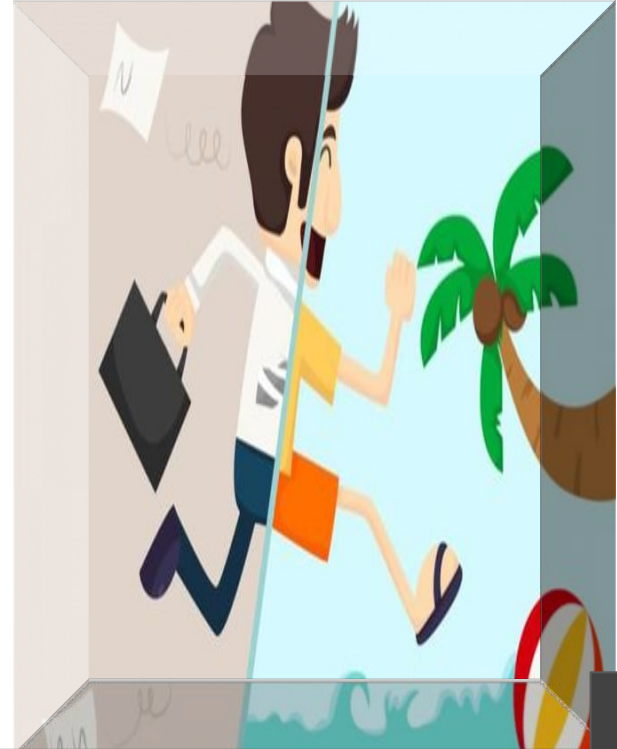
- Every employee who has been in employment shall be entitled to earn leave for not less than **Fifteen days (15)** for every calendar year. An employee can avail his/her leave or part of it from the 1st of January of every year.
- However, in case of any employee separates from the Company during the year for whatsoever reason, excess leave availed by him/her over and above the pro-rata entitlement will be subject to adjustment against Leave and or deduction from the final dues.
- Leave entitlement is on a Calendar Year basis i.e., from 1st, January to 31st, December of any year. Any decimal places shall be rounded off to the next higher whole number.
- Privilege Leave can be preceded or succeeded by a holiday / weekly off. At one time minimum of 3 privilege leave can be taken and all Privilege Leave must be sanctioned at least a week in advance.



Privilege / Earn Leave

- Privilege Leave cannot be taken during Probation and Training period. The employee may avail pro-rated Privilege Leave only after his confirmation for carrying forward/accumulation of PL as per clause mentioned below for carrying forward of leaves.

**(Privilege Leave to be availed before 1 week in advance.)*



Casual Leave

- Every employee shall, subject to conditions as may be prescribed, be entitled to Casual Leave for not less than **FIVE Days (5)** in any one Calendar Year. Casual Leave may be taken for emergency or unforeseen circumstances/events.
- All employees are entitled to avail 05 days of Casual Leave in a Calendar Year. CL is restricted to a maximum of two days in a stretch. Casual Leave cannot be carried forward to the next year and will lapse if not availed by the end of the year.
- CL cannot be combined with any other types of leaves but can either succeed or precede Weekly off/Company Festival Holidays. Or precede a sick leave. Casual Leave cannot be encashed and will lapse if not availed in the Calendar Year. CL should be informed in advance as far as possible. However, in case it is not possible, the concerned employee will have to inform within 24 hours about the same.



Casual Leave

- Employees availing Casual Leave and if they have not informed their line managers in advance need to convey the same on mail, marking copies to HR.

(Casual Leave to be availed one day before or on same day before 9am).



Sick Leave

- Employee who is not covered under ESI Scheme and who has been in continuous employment for a period of six month shall, subject to such conditions as may be prescribed, is further entitled to Sickness Leave for not less than **FIVE days (5)** in a Calendar Year.
- As a rule, Sick Leave cannot be combined with any other type of leave but it may be succeeded (not preceded) by a Privilege Leave in case the person is not able to recover during the course of Sick Leave.
- **Sick Leave cannot be encashed** as per policy mentioned below. Sick leave will not be adjusted against notice period of employee.

(Sick Leave to be availed one day before or on same day(before 9am), submitting of medical documents is mandatory if availing for more than 2 SLs.)

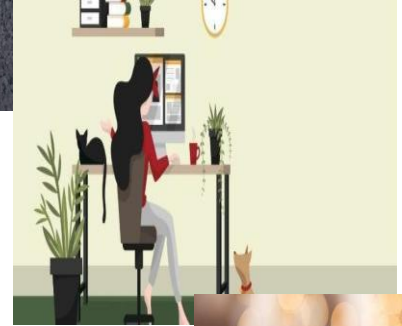


Marriage/Maternity/Paternity Leave

- Marriage Leave** may be availed by an Employee for self-marriage up to a maximum of **Five days (5)** once in his/her employment with the Company. The Leave application for the same should be supported with the Wedding Card or relevant documents. Marriage Leave may be combined with a maximum of 10 days of Privilege Leaves. Marriage Leave is not applicable to employees in probation. (*Marriage Leave to be availed at least 1 month before*).
- Women Employees will be eligible for **26 weeks** of **Maternity Leave** with wages for delivery, may start 8 weeks prior to delivery, provided such an employee has worked for a period not less than 6 months in the organization, in the twelve months preceding the date of expected delivery. In case of miscarriage six weeks leave from the date of miscarriage will be granted. This is subject to production of medical certificate. PL may be added to Maternity Leave subject to approval of Reporting Manager /HR Head. ML will be governed by Government Maternity Act. (*Maternity Leave can be availed as required and suggested by the doctor*).
- Male employees will be entitled to **Paternity Leave** for a maximum period of **SEVEN days (7)** (maximum for two children). They will have to produce birth certificate of their child to avail this leave. To be availed within two months of child birth. (*Paternity Leave can be availed as per the circumstances*).

Bereavements/Birthday/Anniversary Leave

- Employees can avail a maximum of **THREE days (3)** days of **Bereavement Leave** in case of demise of any close family relative. Family relative may include Parents/Spouse /Children/ Others (for which permission from Reporting Manager / HR Head will have to be taken). PL may be added to Bereavement Leave.
(Bereavement Leave can be availed as per the requirement).
- Employees will be entitled for One day (1) leave on either on their **Birthdays** or **Marriage Anniversary**.
(Birthdays/Marriage Anniversary to be availed atleast one week before).



Festival Holidays/ Weekly Offs/Compensatory Offs:

- ANTINO Will allow **Ten days (10) Festival Holidays** in a year of which two holidays will be on choice of the employee. Eight will be fixed paid holidays which will include Government Notified National Holidays. Regions may have separate 8 festival holidays. However, employees can choose two optional holidays with total festival leaves not exceeding 10 days in a calendar year.
- Saturday and Sunday are **weekly off** as per job for Corporate Office Employees. Field Operation Employees / Employees at Client sites will be governed by their leave rules.
- **Compensatory Off** will be allowed to employees who work on holidays specified by the company. Compensatory offs will have to be taken within 15 days of the leave subject to management approval. Compensatory Off will be applicable only when employee works on Sundays or on Festivals for more than 5 hours. (*Comp-off to be taken within 15 days.*)

Procedure of Availing Leaves:

Employees are expected to communicate about their planned leaves at least one week in advance for their managers to plan work / allocate tasks to others.

- All leaves to be availed by employees must be routed through Zimyo. All leave requests whenever possible should be submitted in advance. Reporting Manager should be informed about employee availing leave.
- Manager reserves the right to approve PL or other leaves ensuring that business continuity is not impacted. In exigencies, where prior approval cannot be obtained, reporting manager / CEO / Founder / Co-Founder / HR Head must be informed over mail followed by compliance of leave application in system etc. within three days of employee joining duties.

No leave would be accepted without a formal leave application being submitted on Zimyo & mail to Reporting Manager / HR.

Employees cannot avail leave in excess of leave balance at the time of application.

Sanctioning Authority: Leave can be sanctioned by a person to whom the employee is reporting or Founder / Co-Founder / HR Head. The entire Leave request should be routed through immediate reporting manager for recommendation and or approval.

Leave Encashment:



Privilege Leave (PL) encashment will be processed automatically for employees who have completed two years with the organization. Employees may carry forward up to a maximum of 10 days of PL to the next calendar year, subject to an overall accumulation limit of 30 days. However, employees found in violation of the code of conduct or organizational policies will not be eligible for leave encashment.

Leave encashment is applicable only to employees who have completed two years of continuous service with the organization in a full-time capacity. Employees availing additional work arrangements, such as Work From Home (WFH), not served 2 months' notice period are not eligible for leave encashment.

At the time of separation owing to any reason, including termination employees can encash their accumulated Privilege Leave up to the last working day on pro rata basis. If the notice period as applicable is being waived off / curtailed for any reason, the shortfall in the notice period not served will be deducted from the accumulated leave and the remaining will be encashed.

How to avail the Leaves:

Please find below leaves:

- Privilege Leave : To be availed before 1 week.
- Sick Leave : One day prior/ same day before (9am)
- Casual Leave : One day prior/ same day before (9am)
- Marriage Leave : Before 1 month
- Bereavements Leave: Depending upon the Circumstances
- Maternity/Paternity Leave : Depending upon Circumstances
- Comp – Off : To be availed within 15 days
- Birthday/Anniversary Leave: To be availed 1 week before
- Work from Home : One day prior/ same day before (9am)

(Non - approved leaves will be considered rejected and will be marked as LOP)

Notes:

1. Since this policy is based on calendar year (Jan- Dec). We will be rolling it out from July 1st hence 50% of the above leaves will be entitled to employees. However who have availed leaves over & above 50% of current policy between Jan 23rd to 30th June 2023 will not be governed by this policy and there leaves will be accordingly pro-rated or limited based on the leaves they have availed.
2. Festival Holidays have already been declared and we will be adhered to that, currently no changes to that. (One optional festival holiday will be entitled to employees for this year).
3. CL, SL and Festival Holidays will be applicable to new joiners(including interns/ trainees/employees in probation), also work from home is applicable to employees in probation (not for interns/trainees) however their PL will be accrued from date of joining but will be availed post confirmation.
4. For the current Casual Leave balance, half of the current CL will be encashed and half of the CL will be carried forward.
For example, if an employee has a CL balance of 5, then 2.5 will be encashed and the rest of 2.5 will be carried forward.

Incase of any queries feel free to reach out to your reporting managers/HR