

**Applicability:** All Employees

Reviewed By      Corporate HR

Recommended By      CHRO

Approved By      CEO

**Purpose:**

It is to articulate employee leave guidelines.

**Scope:**

This applies to all permanent, temporary, and part-time employees based in India.

**Definition:**

The Leave Year is the period for which the leave entitlement is calculated for employees.

Period: 1st April to 31st March.

**Types of Leave:**

- Privilege Leave (PL)
- General Leave (GL)
- Maternity Leave (ML) [Employee under Mediclaim/ ESIC, Miscarriage/ Medical Termination of Pregnancy (MTP), Child Adoption]
- Paternity Leave (PTL)
- ESIC Leave

### **I] Privilege Leave (PL):**

<b>Particulars</b>	<b>Details</b>
Applicable grades	<ul style="list-style-type: none"><li>• E01 &amp; above grades</li><li>• D01 &amp; above grades</li></ul>
Leave Credit Period	Leave will be credited on 1st day of every month for the previous month's entitlement.
Eligibility	Employees joining the company on or before the 15th of the month are eligible for PL for the first month, whereas employees joining on or after the 16th of the month are eligible for PL only from the following month.
Annual Entitlement	1. 15 days (1.25 days per month) for all applicable grades 2. 9 days (0.75 days per month) for BTR, NTR, ETR grade
Minimum applicability	2 leaves to be taken on consecutive working days
Maximum Accumulation in the Financial Year	45 PL. Balance leave above 45 PL will lapse after the completion of the financial year.
Encashment	Maximum of 45 PL at the time of separation from the Company.
Calendar Holidays/ Weekly offs	Holidays and weekly offs can be prefixed, suffixed or combined with PL. Holidays and weekly offs intervening during the period of leave, shall not be treated as PL.
Leave for LTA	For Claiming LTA, employee has to avail minimum 3 working days of PL.
Exclusion	Employees serving notice Period i.e. post resignation shall not be eligible to avail PL.

### **Privilege Leave (PL) encashment:**

- Employees deputed overseas on work visa shall be eligible for accumulated PL encashment on cessation of the employment during the FFS process.
- The Company will comply with the prevailing taxation rules pertaining to leave encashment.

- PL encashment is calculated on the last drawn Basic Salary. The formula for encashment shall be: (Leave balance / 30) x (Last drawn Basic Salary). The calculation for all states in India is based on the basic salary except for employees in Karnataka.

<b>Sr. No.</b>	<b>State &amp; UT</b>	<b>Calculation of Leave encashment (Pay-out) amount (INR)*</b>
1	Karnataka	Gross Salary
2	Maharashtra	Basic Salary
3	Puducherry	Basic Salary
4	All other states	Basic Salary

\*Maximum of 45 days of Leave encashment.

## **II] General Leave (GL):**

<b>Particulars</b>	<b>Details</b>
Applicable grades	<ul style="list-style-type: none"> <li>E01 &amp; above grades</li> <li>D01 &amp; above grades</li> </ul>
Leave Credit Period	Half of the Leave entitlement will be credited on 1 <sup>st</sup> April and the balance half on 1 <sup>st</sup> October of every year.
Eligibility	<ul style="list-style-type: none"> <li>Employees joining in the first quarter of the half-year i.e. 1<sup>st</sup> April - 30<sup>th</sup> June, and 1<sup>st</sup> October – 31<sup>st</sup> December will get full credit of 5 GL.</li> <li>Employees joining in the first half of the second quarter of the half- year, i.e. 1st July - 15th August, and 1<sup>st</sup> January – 15<sup>th</sup> February, will get credit of 2.5 GL.</li> <li>Employees joining in the second half of the second quarter of the half-year, i.e., 16<sup>th</sup> August - 30<sup>th</sup> September, and 16<sup>th</sup> February – 31<sup>st</sup> March, will not receive any credit of GL for that half-year.</li> </ul>
Annual Entitlement	<ol style="list-style-type: none"> <li>10 days (5 days bi-annual) for all applicable grades</li> <li>6 days (3 days bi-annual) for BTR, NTR, ETR grades</li> </ol>
Minimum applicability	0.5 day to be taken on a working day
Maximum Accumulation in the Financial Year	20 GL. Balance leave above 20 GL will lapse after the completion of the financial year.

Encashment	No encashment for GL
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Calendar Holidays/ Weekly offs	Holidays and weekly offs can be prefixed, suffixed or combined with GL. Holidays and weekly offs intervening during the period of leave, shall not be treated as GL.
Exclusion	Employees serving the Notice Period, i.e., post-resignation, shall not be eligible to avail GL.

### **III] Maternity Leave (ML):**

#### **A] Maternity Leave (ML): (Employees under Mediclaim)**

Maternity Leave is granted to female employees for pre-natal and post-natal health care. The conditions governing ML are as given below:

<b>Particulars</b>	<b>Details</b>
Entitlement	<ul style="list-style-type: none"> <li>Female employees are eligible for 26 calendar weeks (i.e., 182 days) of ML, of which not more than 8 weeks could precede the date of an expected date of delivery for a maximum of two such occasions.</li> <li>An employee can also get 30 additional days of maternity leave in case of illness or complications arising out of pregnancy, delivery, or premature birth of a child. (paid / unpaid clarity reqd.)</li> </ul>
Eligibility	The employee should have worked for a period of not less than 80 days during the twelve months immediately preceding the expected delivery date.
Application Criteria	This Leave has to be availed in one spell i.e. 182 consecutive days of leave.
Documentations	<ul style="list-style-type: none"> <li>The application for ML should be supported with a doctor's certificate confirming the expected date of delivery.</li> <li>Female employees should submit Forms 1a and 1b to Location HR before proceeding with ML and Form 2 after completion of ML at the time of resuming duty. (refer Annexure)</li> </ul>
Calendar Holiday	Holidays can be prefixed and/or suffixed to ML. Holidays, if any, intervening in the period of leave shall be treated as ML.
Salary Payment	Employees under ML or extended ML will receive their monthly salary from the company during the approved leave period.
Exclusion: ESIC	<ul style="list-style-type: none"> <li>Employees who are covered under the ESI should go through the procedure prescribed under the ESI for maternity benefits.</li> <li>Employees under ESIC aren't eligible for the salary from the employer during ML.</li> </ul>
After ML	<ul style="list-style-type: none"> <li>A bonus of Rs. 3500/- will be paid once the employee resumes office post ML.</li> </ul>

**B] Maternity Leave (ML): (Employees under ESIC)**

<b>Particulars</b>	<b>Details</b>
Entitlement	<ul style="list-style-type: none"> <li>Female employees are eligible for 26 calendar weeks (i.e., 182 days) of ML, of which not more than 8 weeks could precede the date of expected delivery for a maximum of two such occasions.</li> <li>An employee can also get 30 additional days of maternity leave in case illness or complications arise due to the delivery of a child.</li> </ul>
Eligibility	<ul style="list-style-type: none"> <li>Employees under ESIC.</li> <li>ESIC contribution of not less than 76 days preceding the expected delivery date.</li> </ul>
Application Criteria	This Leave has to be availed in one spell. i.e., 182 consecutive days of leave.
Salary Payment	ESIC will pay the applicable gross salary during the 182 days of Maternity leave/extended ML approved by ESIC. The company will stop paying the salary at the start of the Maternity Leave and will restart the salary upon resuming the office after the completion of the Maternity Leave.
Documentations	The employee is required to submit the claim form (ESIC Form-9) authorized by the employer to the ESIC concerned branch office, to make a Claim in case of Maternity Benefit as provided by the Employees' State Insurance Corporation.

**C] Miscarriage or Medical Termination of Pregnancy (MTP):**

<b>Particulars</b>	<b>Details</b>
Definition (Miscarriage)	The term miscarriage is used to describe a pregnancy that ends before 24 weeks. Miscarriages can happen for various reasons, such as injuries, pregnancy complications, etc. However, in most cases, it isn't possible to diagnose a specific cause.
Definition (Medical Termination of Pregnancy)	A <i>termination</i> is a procedure that a woman chooses to have in order to end her pregnancy.
Leave Period	A period of eight weeks immediately following the day of their miscarriage or, as the case may be, medical termination of pregnancy.
Salary Payment	<ul style="list-style-type: none"> <li>ESIC will pay the applicable gross salary during the eight weeks of Maternity leave. The company will stop paying the salary at the start of the Maternity Leave and will restart the salary upon resuming the office after the completion of the Maternity Leave.</li> <li>For non-ESIC-covered employees, the company will pay the applicable salary during the eight weeks of Maternity leave.</li> </ul>
Documentations	Medical certificate from the doctor or the hospital stating miscarriage or medical termination of pregnancy.

**D] Child Adoption Leave:**

<b>Particulars</b>	<b>Details</b>										
Criteria	This leave can be availed only once during the entire tenure of services with the company.										
Eligibility	Permanent female employees in India.										
Entitlement	<table border="1"> <thead> <tr> <th><b>Child's Age</b></th><th><b>Entitlement for ML</b></th></tr> </thead> <tbody> <tr> <td>Less than 3 months</td><td>84 days</td></tr> <tr> <td>Between 3 – 6 months</td><td>45 days</td></tr> <tr> <td>Between 6 months – 1 year</td><td>30 days</td></tr> <tr> <td>More than 1 year</td><td>Not Applicable</td></tr> </tbody> </table>	<b>Child's Age</b>	<b>Entitlement for ML</b>	Less than 3 months	84 days	Between 3 – 6 months	45 days	Between 6 months – 1 year	30 days	More than 1 year	Not Applicable
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Less than 3 months	84 days										
Between 3 – 6 months	45 days										
Between 6 months – 1 year	30 days										
More than 1 year	Not Applicable										
Documentations	The application should be supported with a necessary Adoption document.										
Calendar Holiday	This leave has to be availed in one spell.										

**IV] Paternity Leave (PTL):**

Paternity Leave is granted to married male employees to provide post-natal health care to their spouses and/or newborn babies. The conditions governing is as given below:

<b>Particulars</b>	<b>Details</b>
Entitlement	Employees are eligible for Paternity Leave for 1 calendar week for a maximum of two such occasions. PTL is not mandatory.
Eligibility	Male employees should have completed minimum of 6 months service with the Company to be eligible for this leave.
Criteria	Paternity Leave needs to be availed in one spell and within two calendar months from the date of birth of child. Any intervening holidays / weekly offs shall be considered as PTL.
Documentations	The application for Paternity Leave should be supported with a doctor's certificate confirming the date on which the employee's wife has delivered the child.

### **General Terms & Conditions:**

- All leaves should be sanctioned by E+1.
- GL should not be taken for 2 consecutive days. In such cases, employees should apply for PL.
- Weekly offs and holidays intervening during the LWP (Leave without Pay) period shall be counted as LWP.
- Regularization of leave on 'Pulse' is the responsibility of the employee.
- Employees are required to apply for OD for absence from work location while 'On Duty'; otherwise, the same shall be interpreted as Leave without Pay (LWP). This shall be applicable to employees deputed on domestic/ onsite assignments as well.
- During the onsite assignment, when an employee is governed by the onsite leave policy, the periods of absence shall not be counted as service for determining the entitlement of PL and GL in India.
- Leave, except maternity leave, cannot be claimed as a matter of right. Discretion lies with E+1, who is empowered to sanction leave and refuse or revoke leave at any time, depending on the exigencies of work. The reasons thereof shall be recorded and communicated to the employee.
- In case an employee remains on unauthorized absence, the CTC salary (including all allowances) for the period of absence shall be deducted for the actual number of days he remained absent. This will be treated as a Loss of Pay (LOP).
- Leaves should be applied at least 7 days in advance except for emergency leave.
- All leaves should be applied for and approved on PULSE or via the mobile application.