

## LEAVE POLICY

<b>Effective Date:</b>	<b>1<sup>st</sup> March 2022</b>
<b>Number of Pages:</b>	<b>5 (Five)</b>
<b>Originating Department:</b>	<b>Human Resources</b>

**Scope** This policy is applicable for all employees of Transbnk Solutions Private Limited ("Organization").

The Trainees recruited are also governed by the policy.

**Purpose** The purpose of this policy is to lay down the entitlements of leave, process of availing leave.

The policy aims to guide all employees to use the leave benefits prudently and judiciously, in such a manner that it helps you manage your personal requirements while being away from work and minimised the affect departmental function.

### Types of Leaves

#### 1. Casual Leave (CL) / Sick Leave (SL):

- Employees are entitled to take 12 days of CL and SL in a calendar year.
- Casual Leave is the leave given to employees to meet the casual and personal needs apart from work.
- For the employee joining in between the calendar year, Casual and Sick Leaves will be credited to their leave balance on Pro-rata basis.
- Casual leave can be minimum of ½ day and maximum of 2 days at a time.
- Casual Leave cannot be clubbed with Earned Leave.
- In case sick leave is more than the SL/CL balance the rest will be considered from Earned leaves followed by LWP as applicable in case where no leave balance is available.
- All unutilized casual and sick leave will lapse at the end of the calendar year.
- Holidays and weekly offs can be suffixed or prefixed to casual leave.
- Holidays/Weekly-offs falling between the Casual Leaves will not be counted as Casual leave.
- One has to submit fitness certificate from a doctor in case of joining office after sickness of 2 weeks or more.

#### 2. Earned Leave (EL):

- All employees are eligible for 18 working days of earned leave in a calendar year.
- A maximum of 10 un-utilised PL out of the employee's annual entitlement of 18 PL for the calendar year can be carried forward to the next calendar year. No other leave categories can be carried forward..
- However, any past year leave balance can be continued to be carried forward.
- Minimum of 2 days & maximum of 20 days of PL can be availed at a time.
- For availing PL of more than 3 days, employee must apply on email at least 15 days in advance & get the request approved by manager before proceeding on leave.
- Holidays/Weekly-offs falling between the Leaves will not be counted as a leave days
- PL for all employees irrespective of age shall be accumulated up to a maximum of 45 days. Leaves accumulated beyond 45 days will automatically lapse at the end of a calendar year or upon retirement.

### **3. Maternity Leave (ML):**

- Maternity Leave as a benefit is being extended to female employees strictly in accordance with The Maternity Benefits Act, 1961 and is provided by the company to assist female employees during a certain period before and after child birth.
- Female employees are entitled to a maximum of 26 weeks (182 days) paid maternity leave including weekends/ weekly offs and statutory holidays.
- The 26 weeks' maternity leave benefit is only applicable for "two surviving children". For mothers with more than two children, the maternity benefits will only cover about 12 weeks of Maternity Leave.
- The employee who wants to avail maternity leave should have worked at least 80 days in an establishment in the 12 months prior to her expected date of delivery to avail this benefit as per policy.
- ML may start 6 weeks (42 days) prior to the expected date of delivery as given by the doctor.
- In case the employee wants to avail the maternity leave later than as entitled, she must ensure that she is in the right physical & mental condition to attend to her duties & in case of any problem, it is advisable for the employee to avail the leave at her earliest possible. The company has a policy to encourage the employees to avail such leaves without any delay or without causing any adverse effect on their health that may affect her process in any manner whatsoever.
- In case of ESIC covered female employees, the certificate stating the expected date of delivery must be obtained from the ESIC medical practitioner.
- In case of adopting mother who legally adopts a child below three months of age and 'commissioning' mothers, a 12-week (84 days) maternity leave benefit including weekends/weekly offs and statutory holidays will be provided. In such cases, 12-week period of maternity leave will be calculated from the date the child is handed over to the adopting or commissioning mother.
- In case of miscarriage or medical termination of pregnancy, an employee is entitled to 6 weeks of paid maternity leave.
- Female employees are also entitled to one additional month of paid leave in case of complications arising related to pregnancy, delivery, premature birth, miscarriage, medical termination, or a tubectomy operation (two weeks in this case)
- In case where more leaves are required after ML, available PL balance will be applied first followed by Leave Without Pay (LWP). This will have to be approved by the reporting manager & HR.
- Female employees covered under ESIC get the maternity and/or miscarriage benefits from the ESIC authorities. Hence, they should apply to the ESIC authorities for the wages during the maternity leave period.
- Adoption Leave: Adopting parents can avail of the adoption leave for up to 2 children in case of adoption of child(ren). The adoption has to be in accordance with the applicable laws (The Hindu Adoption and Maintenance Act, 1956 and The Juvenile Justice (Care and Protection of Children) Act, 2000).

### **4. Statutory Holidays**

- A list of 8 Festive Holidays will be updated and released by the HR for the calendar year. Additional holidays will not be given in lieu of holidays falling on weekends.

### **5. Leave Without Pay (LWP):**

- In special circumstances, an employee may be granted LWP when there is no leave balance to his/her credit. No salary will be paid for the corresponding period. The right to grant or deny this leave is with the management.
- Leave taken without approval or intimation will also be treated as leave without pay even if the employee has balance leave days to his/her credit. Leave without approval or intimation in writing or through mail for more than 3 days will be subject to absconding process.
- Holidays/Weekly-off falling within the duration of LWP will also be considered as unpaid days

## Leave Summary

TYPE OF LEAVE	ANNUAL ENTITLEMENT
Casual Leave	12 Days
Sick Leave	
Earned Leave	18 Days
Maternity Leave	26 weeks
Statutory Holidays	8 Days
Leave Without Pay	NA

## General Guidelines

- It is necessary that leave/s are scheduled in advance and in a manner that balances both the individual's desires and organization's need for appropriate coverage on teams and projects.
- Leave entitlements will be calculated based on the Calendar Year.
- All the employees should get approval from their supervisor prior to scheduling any type of leave. Only in case of a planned sick leave, the same needs to be approved in advance. In all other cases of sick leave, the same needs to be applied once the work is resumed.
- Sanction of leave is subject to business needs and the organization reserves the right to refuse leave based on business exigencies. However, in case of any such refusal, the subsequent application of the employee for an alternate period will be considered on priority.
- If the direct supervisor does not sanction the leave for any reason, the reasons for refusal should be recorded and shared with Human Resources department.
- In case leave is taken during notice period, either the notice period will be extended by equivalent number of days or it would be considered as Earned Leave. If there is no Earned leave balance present, then it will be considered as leave without pay LWP.
- In case where an employee has to take leave due to emergency, the same shall be communicated by the employee to Reporting Manager immediately.
- The Company reserves the right to refer any employee to a doctor to ascertain the genuineness of sickness. Also in the event of prolonged sickness the Company can ask for a fitness certificate from the employee.
- While on leave, an employee cannot take any employment, part-time or otherwise. Any misuse of leave shall be treated as misconduct and will be subject to strict action.
- In cases of any extreme necessities or emergencies, exceptions against the policy will be subject to CEO and HR approval.

## Roles and Responsibilities:

The **Roles and Responsibilities** in the Leave Policy are as follows:

Role	Responsibilities
<b>Human Resources</b>	<ul style="list-style-type: none"><li>▪ Authorize issues not covered in the Policy.</li><li>▪ Ensure the compliance of this policy.</li><li>▪ Track leaves of employees</li></ul>
<b>Employee</b>	<ul style="list-style-type: none"><li>▪ Responsible to duly follow this process and take advance approval from their supervisor.</li></ul>
<b>Immediate Supervisor</b>	<ul style="list-style-type: none"><li>▪ To understand the need of employee and business and to approve the leave accordingly.</li></ul>

## Violation

Any violation to this policy must be reported to **Human Resources**.

## Escalations

Any escalation regarding to this policy can be raised to **CEO and CHRO**.

The Organization reserves the right to review or amend the above policy as deemed necessary.