



APL/HR/P/15/V1.2

Leave Policy

Aimlay Pvt Ltd	
Scope Of Policy	<u>This applies to all the full-time employees of the Aimlay Pvt Ltd.</u>

Leave Type	Entitlement (Monthly / Half Yearly)	Entitlement (Yearly)
Privileged Leaves / (Formerly) Casual Leave	1 Leave per month	12
Casual Leave (CL)	0.5(Half Day) Leave per month	6
Sick Leave (SL)	0.5(Half Day) Leave per month	6
Regional Leave (RL)/Formerly Optional Leave	1 leave per Half Year	2
Total Annual Leaves		26 Leaves

LEAVES TYPE**1.Privileged Leaves**

1.1 Privileged leaves, formerly known as Casual Leave, will be eligible for encashment at the end of the year.

1.2 Employees can take Privileged Leave in their Probation period also with these below-mentioned conditions and cases.

a) Full Day Privileged Leave:

a.1) Requires one day prior approval from the reporting manager.

b) Half-Day Privileged Leave:

b.1) Requires one day prior approval from the reporting manager for either the first half or the second half of the day.

c) Same-Day Leave:

c.1) If any employee takes First half Leave and gets the approval on same day then it will not be considered.



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c.2) Approval from the Division Head is required for the second half of the same day, following a recommendation from the employee's reporting manager.

Note- This upper mention conditions are also applicable for Casual Leave/LWP (Leave Without Pay).

1.3 Privileged Leave encashment in Full and Final settlement (F&F) will be calculated based on basic pay only.

1.4 Leave encashment for permanent employees will be calculated based on Gross Salary.

2. Casual Leaves

2.1 Prior written approval from the Reporting Manager is mandatory, with a minimum of one day.

2.2 Casual Leaves can be carried forward to the next month but will lapse at the end of each calendar year.

2.3 Every employee is entitled to take 2 Short Leaves per month, each lasting 2 hours, deducted from their Casual Leave balance*.

3. Sick Leave

3.1 Sick Leave can be carried forward to the following month but expires at the end of the year.

3.2 Same-day approval is possible for Sick Leave under specified conditions:

3.2.1 If an employee needs sick leave for the first half of the day or for a full day, they must inform their reporting manager before 9:15 AM and obtain approval on the same day.

3.2.2 For Sick Leave in the second half of the day, approval from Manager must be obtained before second half.

3.2.3 If an employee intimate in second half instead of first half for second half leave, then it should be approved by Division Head following the recommendation from their reporting manager.

3.2.4 If an employee unexpectedly gets sick and needs a full day off, approval can be taken on the same day in emergencies.

3.2.5 If an employee takes the first half leave with prior approval on same day and if they extend the leave then medical is required.

3.3 If an employee takes Sick Leave for more than one day, medical proof is required. Failure to provide proof may result in salary deduction according to company policy.



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3.4 Employee can take short leave from 9.30AM to 11.30AM in the morning and from 4.30PM to 6.30 PM in the evening from the sick Leave also.

Note: Sick leave exceeding one day may be consolidated with other types of leave only if accompanied by medical documentation.

4. Regional Leave/Optional Leave

4.1 Regional Holiday is now referred to as Regional Leave or Optional leave.

4.2 Employee will not be applicable to take Regional Leave in the probation Period.

4.3 Regional Leave cannot be clubbed with any other leave Categories also with LWP.

4.4 Employees are required to obtain written approval from their reporting manager at least 3 days in advance.

4.5 Regional Leave remains unchanged with the following conditions:

4.5.1 Employees joining between January and June, as per the Aimlay Calendar, are eligible for 2 Regional Leaves.

4.5.2 Employees joining between July and September, as per the Aimlay Calendar, are eligible for 1 Regional Leave.

4.5.3 Employees joining after October, as per the Aimlay Calendar, are not eligible for Regional Leave.

Terms and conditions

1. Leave entitlement will be on pro data basis from date of joining.
For Example- If Any employee's Joining date is according to the below given Table:

Date of Month	Privileged Leave	Casual Leave	Sick Leave
From Between 1 st to 15 th	1 Leave Per Month	0.5 Leave Per Month	0.5 Leave Per Month
From Between 16 th to 25 th	0.5 Leave Per Month	0.25 Leave Per Month	0.25 Leave Per Month

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On or After 26th	0	0	0
<p>2. *Every employee can take a 2-hour short leave either from 9:30 AM to 11:30 AM or from 4:30 PM to 6:30 PM, subject to prior intimation on or before 9:15 AM for first half and approval must be obtained before end of shift timing. And for the second half they need to get approval before leaving the office from their reporting manager.</p>			
<p>3. Employees can combine Casual Leave (CL) and Privileged Leave (PL) for consecutive days. However, they cannot take two different types of leaves on the same day.</p>			
<p>4. Any leave taken without approval will be treated as unauthorized absence and may incur penalties as per company policy.</p>			
<p>5. Except for Privileged Leave, no other leave types will be eligible for encashment after the Aimlay calendar year ends.</p>			
<p>6. In case of Long Leave – If any Employee takes more than 6 consecutive leave then weekly off will be unpaid of that Employee and Employees are advised not apply leave for their weekly off day in this case. Example- If any employee takes leave from Thursday to Wednesday, then Sunday/weekly off will be unpaid.</p>			
<p>7. <u>Approval Hierarchy</u></p> <p>a. If an employee takes 2 full (including Half day and Full day) leaves consecutively and Monthly, approval from their manager is mandatory.</p> <p>b. If an employee takes more than 2 leaves (including Half day and Full day) consecutively and Monthly, approval from their Division Head is mandatory with the prior hierarchy approval.</p> <p>c. If an employee takes more than 3 leaves (including Half day and Full day) consecutively and Monthly, approval from General Manager is mandatory with the prior hierarchy approval.</p>			

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- d. If an employee takes more than 4 leaves (including Half day and Full day) or onward consecutively and Monthly, approval from Management is mandatory.

8. All employees, including those on probation or internships, can take Privileged, Casual, and Sick Leave according to company policy.

Note- Employees must obtain approval for Leave Without Pay (LWP) at least one business day in advance, whether for a half-day or full day.

Note- Employees are not allowed to take leave during their notice period, except for short leave.

Important:- If an employee has a 3-month notice period, they will not be allowed to take leave, especially in the last 30 days. (This clause is introduced to make 100% successful knowledge transfer).

Approving Authorities Section

Mr. Gaurav Jassal
(Division Head-
Supreme)

Gaurav Jassal
30/8/24

Mr. Sahil Chopra
(Division Head – Support)

Sahil Chopra
30/8/24

Mr. Jai Prakash
(General Manager)

Jai Prakash
31/08/24

Mr. Jiten Arora
(Division Head-
Operation)

Jiten Arora
31/08/24
12.24

Mr. Yatindra Mohan Jha
(Division Head – Growth)

Yatindra Mohan Jha
30/8/24

Mr. Gitesh Gupta
(CEO)

Gitesh Gupta
12/9/24

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Mr. R. K. Gupta
(Director)

RK
13/9/24
11:00 AM

Acknowledgement Section

S. No.	Name	Designation	Department	Signature
1.	Robin Thomas	Manager	Human Resource	<i>Rob</i> <i>29/8/24</i>
2.	Shashank Jain	Team Leader	Audit	<i>Shashank</i> <i>29/8/24</i> ✓
3.	Varunesh Shukla	Team Leader	Audit	<i>Varunesh</i> <i>29/08/2024</i>
4.	Divya Narang	Sr. Executive	ERM	<i>Divya</i> <i>29/08/2024</i>
5.	Shreya Singh	Sr. Executive	ERM	<i>Shreya</i> <i>29/08/2024</i>
6.	Priyanka	Sr. Executive	ERM	<i>Priyanka</i> <i>31/8/24</i>
7.	Chirag	Executive	HR Payroll	<i>Chirag</i> <i>29/8/24</i>



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8.	Muskan Yadav	Executive	Protocol Unit	<i>Muskan</i> <i>29/08/24</i>
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