**LEAVE POLICY**

**Objective**

Physique 57 believes employees should be provided opportunities to take some time off to achieve a healthy work-life balance. We recognize family responsibilities and the occasional need to be absent from work to attend to personal or domestic emergencies.

**Applicability**

This policy is applicable to all the employees of AMP Fitness LLP (“AMP”).

1. **Definitions** 
   1. “Management” shall mean Mrs. Mallika Parekh and any persons appointed by her specifically for matters in relation to this policy.
   2. “Year” shall mean the calendar year beginning on the 1st of January.
   3. “Holidays” All employees will be entitled to 2 (two) categories of holidays:
   4. *Weekly holidays*:
      1. Every employee will be given 1 (one) weekly holiday. 2 days off a week at managements discretion
      2. All the employees need not necessarily be given a weekly holiday on the same day of the week.
      3. Any employee may be requested, at the discretion of the Management, to work on his / her weekly holiday.
      4. Any employee who has been requested by the Management to work on his / her weekly holiday will be provided a compensatory holiday in lieu of such holiday foregone. Provided that such compensatory holiday shall only be permitted on such day as may be approved by the Management.
   5. *Compulsory holidays*:
   6. Every employee will be entitled to the following 4 (four) compulsory holidays in a year:
   7. 26th January;
   8. 1st May;
   9. 15th August;
   10. 2nd October.
   11. Additionally, the employees will also be entitled to 4 (four) other festival holidays each year as will be agreed between the Management and each of the employees before the commencement of the year.
   12. Any employee may be requested, at the discretion of the Management, to work on a compulsory holiday.
   13. Any employee who has been requested by the Management to work on a compulsory holiday will be provided a compensatory holiday in lieu of such compulsory holiday foregone. Provided that such compensatory holiday shall only be permitted on such day as may be approved by the Management.
2. Casual Leave
   1. Casual leave is intended to meet special, emergency or unforeseen circumstances.
   2. 2 (two) casual leave entitlements will be credited into each employee’s account at the beginning of every quarter of each year.
   3. Each employee will be entitled to a maximum of 8 (eight) casual leaves per year.
   4. Save to the limited extent as specified above, casual leave will be non-cumulative and any un-availed casual leave at the end of the year will lapse.
   5. Casual leave cannot be combined with any other category of leave or with any holiday, save and except as specifically permitted under this policy or by the Management.
   6. Not more than 2 (two) days at a time can be availed as casual leave.
   7. The previous permission of the Management is required to be obtained before taking casual leave. When this is not possible, the employee shall inform the Management as soon as may be practicable in writing or orally, either directly or through any other person, of the employee’s absence from work and of the probable duration of such absence.
   8. The granting of casual leave will depend upon the exigencies of the business and shall be at the sole discretion of the Management.
   9. t is clarified that the Management has the sole discretion to determine whether or not any casual leave taken or sought to be taken by the employee is for a genuine special, emergency or unforeseen circumstance and whether the same ought to instead be categorised as any other type of leave
3. Paid Leave
   1. Every employee is eligible for 18 days Paid Leave in a calendar year
   2. Those employees who join midway, their Paid Leave will be calculated prorated
   3. Paid Leave not availed of or the balance thereof remaining to the credit of an employee in any calendar year will automatically lapse
   4. An employee on Paid Leave shall be entitled to full wages for the period of leave.
   5. Paid Leave will be credited on 1st January of every year
   6. An employee may avail of Paid Leave on grounds of sickness on production of medical certificate, in absence of balance Sick Leave.
   7. An employee desiring to avail of Paid Leave will have to give not less than 30 days’ notice of his intention to avail leave, except in urgent cases or unforeseen circumstances.
   8. Any un-availed PL will not be encashed
   9. There will be no advance PL granted to employees.
   10. In case of genuine case of own wedding or death in the immediate family/paternity, advance PL may be granted to a maximum of 5 days, provided that employee has completed at least 1 year of service with the organization and has been confirmed, on approval from Head HR. Leave application must be sanctioned in advance, before proceeding on leave.
   11. Employees during notice period will not be eligible to avail of Paid Leave.
4. *Discretionary leave*:
   1. Employees may also apply in writing to the Management for leave (not being casual or earned leave).
   2. The granting of such leave will depend upon the exigencies of the business and shall be at the sole discretion of the Management. Any such leave granted will be considered as additional discretionary leave.
   3. Nevertheless, the Management may in its sole discretion determine whether or not such leave is to be categorised as casual leave or earned leave and any such determination by the Management shall be binding on the employee.
   4. The Management may in its sole discretion determine whether such discretionary leave will be considered as paid or unpaid leave.
5. *Unpaid leave*:
   1. Any casual leave or earned leave taken with the valid prior approval of the Management will be considered as paid leave.
   2. However, any casual leave or earned leave taken without the valid prior approval of the Management or taken validly but unauthorizedly extended by the employee, will be considered as unpaid leave to the extent taken without the valid approval of the Management, unless the Management determines otherwise.
   3. Any discretionary leave will be considered to be unpaid leave, unless the Management determines otherwise
   4. In case an employee remain/s on leave without pay on three (3) occasion/s, without permission of the Management; or
   5. If an employee proceeds on leave without sanction; or
   6. If an employee is on leave without informing his or her manager for more than 3 days, HR shall send a letter to the last known address of the employee, asking him or her to report to office immediately. If no satisfactory response is received, services of such employee shall automatically come to an end and it will be presumed that the employee has abandoned the employment on her/his own accord.
6. Sick Leave
   1. All employees of the organization are eligible to avail Sick Leave (SL). SL is to be availed strictly for the purposes of any illness.
   2. All employees are eligible for 5 days sick leave per calendar year to be calculated on prorated basis.
   3. Sick Leave cannot be accumulated.
   4. An employee on Sick Leave shall be entitled to full wages for the period of leave.
   5. In case an employee takes Sick Leave for more than 3 days, he/she needs to submit a medical certificate given by a Registered Medical Practitioner, defining as clearly as possible the nature and probable duration of the illness. Such application shall be submitted, as far as possible, prior to or simultaneously with the commencement of the period for which leave is applied, or within 3 days upon return from leave.
   6. The organization may, at its discretion, secure a second medical opinion by requesting to have the applicant to be medically examined by a doctor recommended by the company at the earliest possible date.
   7. Sick Leave cannot be encashed.
   8. SL cannot be combined with CL or vice versa. However on SL being exhausted, it can be combined with PL or CO subject to specific application and approval on submission of medical certificate.
   9. In certain sickness during maternity, SL can be combined with ML on producing appropriate medical certificate & reports.
7. Leave for COVID-19
   1. This section shall only be applicable for employees who have worked for a period of 3 (three) months from their time of employment till the time of infection
   2. In the event that an employee is
   3. Employee presumably or positively diagnosed with COVID-19
   4. Employee needs to provide care for a dependent residing in the house
   5. Employee has presumably come in contact with an infected person
   6. Special leave will be granted on the basis of medical documentation at the discretion of the management.
8. Maternity leave
   1. This Section shall only be applicable to a woman employee who has worked for a period of 80 (eighty) days or more in the 12 (twelve) months immediately preceding the date of her expected delivery.
   2. A pregnant woman employee can take a maximum of 26 (twenty-six) weeks of maternity leave of which not more than 8 (eight) weeks shall precede the date of her expected delivery.
   3. A woman employee who legally adopts a child below the age of 3 (three) months can take maternity leave for a maximum period of 26 (twenty-six) weeks from the date the child is handed over to her.
   4. A woman employee who is a commissioning mother can take maternity leave for a maximum period of 26 (twenty-six) weeks from the date the child is handed over to her.
   5. In the case of miscarriage or medical termination of pregnancy, the concerned woman employee shall be entitled to leave for a period of 6 (six) weeks immediately following the day of her miscarriage or her medical termination of pregnancy, as the case may be.
   6. In case of tubectomy operation, a woman employee shall be entitled to leave for a period of 2 (two) weeks immediately following the day of her tubectomy operation.
   7. A woman employee suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation shall be entitled to an additional leave for the duration of her illness, subject to a maximum period of 1 (one) month.
   8. Any eligible woman employee who is desirous of applying for maternity leave will require to the provide the Management with a written application in the format as provided by the Management.
   9. The woman employee shall, on the request of the Management, produce such proof as may be specified by the Management in relation to her pregnancy, delivery, adoption, commissioning, miscarriage, medical termination of pregnancy, tubectomy operation, illness arising out of pregnancy, premature birth of child, etc.
   10. For the purposes of this Section:
   11. “commissioning mother” means a biological mother who uses her egg to create an embryo implanted in any other woman;
   12. “Delivery” means the birth of the child;
   13. “medical termination of pregnancy” means the termination of pregnancy permissible under the law;
   14. “miscarriage” means the expulsion of the contents of a pregnant uterus at any period prior to or during the 26th week of pregnancy but does not include any miscarriage, the causing of which is punishable under the Indian Penal Code.
9. Paternity Leave
   1. Employees are entitled to 5 days of Paternity Leave on or after the delivery date.
   2. Paternity Leave should be availed within 15 days of the birth of the child.
   3. Employee shall avail Paternity Leave after submitting an application to HOD and HR Head, specifying the dates of his absence from duty.
10. Adoption Leave (AL)
    1. All female Staff (trainee, probationer or confirmed) who have completed minimum continuous service of 80 days with the Company, are entitled to avail adoption leave with full pay, subject to certification by the Company Doctor.
    2. Only female Staff who legally adopts a child below 1 year of child’s age will get 12 weeks of adoption leave.
    3. The 12-week period of adoption leave will be calculated from the date the child is handed over to the adoptive mother.
    4. All intervening weekly offs and holidays are counted as part of AL.
    5. There is no credit, accumulation or encashment of AL.
11. Procedure for Availing Leaves
    1. All employees whenever they avail of any leave will have to get approval in writing from their respective reporting officers, in the relevant form.
    2. On approval, the form has to be forwarded to the HR Department. In case the employee is not able to fill up the form, approval through e-mail has to be taken, and the approval has to be forwarded to HR Department.
    3. If an employee, after proceeding on leave, desires an extension thereof, he shall apply in writing to the Head of the Department in person prior to the expiry of the leave already granted.
12. Leave during Probation Period
    1. **An employee is allowed to take 1 (One) leave a month during the probation period.**
    2. In case of any sickness or emergency, the employee needs to give notice to the HR Department and Management for approval of his leaves.
    3. Post probation once an employee is termed as permanent he will be granted leaves on a prorated basis
13. Right to Leave
    1. Leave is a privilege and cannot be claimed as a matter of right. When the exigencies of work so require, leave of any kind may be refused or revoked by the Reporting Officer
    2. An employee on leave may be recalled for duty by the Management whenever it deems fit to do so.
    3. Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

**14. Leave Encashment**

**14.1 Leave Encashing Policy:**

**14.1.1 The company strictly prohibits the encashing of leaves. All accrued leaves automatically lapse after the calendar year.**

**14.2 Leave Utilization Encouragement:**

**14.2.1 Employees are strongly encouraged to utilize their allotted leaves during the calendar year.**

**14.3 Notice Period and Leave Adjustment:**

**14.3.1 If an employee is serving notice, any pending leaves can be adjusted in the Full and Final Settlement (F&F) process. This ensures that all leave balances are appropriately addressed during the separation process.**

**14.3.2 This policy underscores the non-negotiable nature of leave encashing.**

**14.4 Corporate Compliance:**

**14.4.1 Employees are reminded to adhere strictly to the corporate policy regarding leave utilization.**

**14.4.2 Any deviations from the policy may be subject to disciplinary actions.**

**Leave Summary:**

| **Type Of leave** | **Number** |
| --- | --- |
| Casual Leave | 2 each quarter = 8 |
| Paid Leave | 1 for every 20 days = 18 |
| Sick Leave | 5 |