

EMPLOYEE LEAVE POLICY

Version 1.0

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LEAVE POLICY

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1. Overview

This section includes RevDau Industries Private Limited's policies on Leave, which are categorised as:

2. Holiday

- Employees are eligible to take all the Public Holidays and up to a maximum 2 of the Optional Holidays according to their convenience.
- Please inform your respective reporting managers before taking up any of the Optional Holidays.
- The employees are eligible to take a total of 14 Holidays (12 +2)

Note: Please refer holiday calendar for the list of Public and Restricted Holidays applicable for the respective calendar year.

3. Earned/ Paid Leave

Every employee shall be allowed a weekly holiday with salary.

- Every employee shall be entitled to avail the provisioned holidays and leaves in a calendar year, as listed in yearly holiday calendar as per the nature of business.
 - Earned/ paid leave Eighteen (18) in a calendar year and to be planned & applied well in 15 days advance.

4. Casual Leave

Every employee shall be entitled to eight (8) days casual leave with Salary in every calendar year which shall be credited into the account of the employee on a quarterly basis,

but shall laps if unavailed at the end of the year. The one monthly leave can be taken according to employee discretion subject to prior one day notice and approval.

5. Sick Leave

Every employee shall be entitled to six (6) sick leaves in a year. The leave can be taken according to employee discretion subject to prior notice and approval. A medical certificate would be taken into account. Leaves can be availed by the employee at any time before the year end as Sick Leaves shall laps if unavailed at the end of the year.

6. Maternity Leave

ELIGIBILITY:

All married female staff.

ENTITLEMENT

- Woman having 1st or 2nd child.

The Maternity leave shall be of maximum 26 weeks of which not more than 8 weeks shall precede the expected date of her delivery.

- Woman having 2 or more children.

The Maternity leave shall be of 12 weeks out of which not more than 6 weeks shall precede the date of her expected delivery.

Note:

- Before availing this leave, a certificate from the gynaecologist has to be submitted mentioning the expected date of delivery.
- Intervening National / declared / festival / weekly off days will be counted as part of leave.
- If, because of any complication, leave has to be extended, it can be done.
- Special setups at workplace or small tweaks to the present place will be done to create a little more ease to the pregnant employee to work.
- Work from home on certain days to minimize stress to the pregnant employee will be given.

7. Paternity Leave

ELIGIBILITY:

All married men who have worked with the company for minimum of 6 months period.

ENTITLEMENT:

- The paternity leave shall be of 2 weeks.
- Intervening National / declared / festival / weekly off days will be counted as part of leave.
- If, because of any complication, leave has to be extended, it can be done but may fall under LOP.

8. Uncapped Sick Leave

Taking good care of our employees is the main objective of our company, so the employees need not worry about the deductions in the salaries in case of serious health issues. The management has decided that depending upon the seriousness of the disease, the management will grant leaves and there will not be an upper cap on the number of leaves, so that the employee can come back to the organisation, once he is in good health. Proper documentation of reports and doctor certificates will have to be attached before applying the leaves and on re-joining after the leave period.

9. Study Leave

If an employee wants to pursue further studies or if the management requires the employee to attain certain degree or diploma or a training program, the management will sanction leaves accordingly. The management is in full support of the employees to give them maximum chance to showcase or upgrade their talent and help employees in realising their true potential.

10. Compensatory Off

Compensatory leave will be provided to the employees if they have to work extra in a given week.

Note: Compensatory off will be subject to the approval of Reporting Manager.

11. Loss of Pay (LOP)

- LOP can be applied on an employee when no other leave is available.
- During the period of LOP, the employee is not entitled for any pay or allowance.
- If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the company on his own accord.
- LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.

12. Carry forward Limit

Every employee shall be permitted to accumulate Earned leaves only up to a maximum of Forty-Five (45) days.

13. Overtime

Every employee shall be entitled to avail the provisioned holidays and leaves in a calendar year, namely, 26th January, 1st May, 15th August and 2nd October and eight such other festival holidays as listed in yearly holidays calendar as per the nature of business.

For holiday on these days, employee shall be paid at a rate equivalent to the daily average of his salary (excluding overtime), which he/she earns during the month in which such compulsory holidays falls:

Provided that, the company may require any employee to work in the establishment on all or any common holidays, subject to the conditions that for such work the employee shall be paid double the amount of the daily average salary.

14. Leave Settlement

Applicable at the time of Resignation / Retirement / Termination:

- If an employee to be relieved has availed more number of leaves against the number of months he/she has worked, then the excess leaves will be deducted during his final settlement.
- No leaves will be adjusted in lieu of cutting short the notice period.
- Privileged leaves can be encashed if remaining.

15. Procedure for Applying For Leaves

The available leave balance is to be checked by the employee with the Management and the leave to be applied by duly filling up the leave application form. The application has to be submitted by the employee to their Reporting Manager for approval. The Reporting Manager is authorized to either grant or disapprove the leave on valid grounds. The approved leave application has to be submitted to the HR/Management for recordings and subsequent processing.

If an employee wants to avail earned leaves for a period of more than 7 days, then at least one (1) month prior intimation is mandatory.

16. Cancellation of Leave

The Reporting Manager can also cancel the sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave, then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

17. Extension of Leave

As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her Reporting Manager for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstay, the unsanctioned leave availed will be treated as absence from duty.

18. Absence from Duty

When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.

- The days of absence may be treated under Loss of Pay.
- The employee has to report to his / her Reporting Manager on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again.
- If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the Management will be sent to him/her asking to report to duty and to provide explanation for absence.
- Based on the enquiry any action deemed fit would be taken by the management.
- If there were no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and recorded accordingly.

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