

# LEAVE POLICY

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This document outlines the leave policies of the company vetted based on the laws of the land and in accordance with the State Shop and Establishments Act.

## Public Holidays

India celebrates three major national holidays:

1. Republic Day (January 26) marks the adoption of India's constitution in 1950, symbolizing their formal transition from colonial rule to independence.
2. National Day (August 15), called Independence Day, celebrates freedom being granted from British rule and the division of India and Pakistan in 1947; ceremonies include raising flags, marching drills, and singing India's national anthem.
3. Gandhi Jayanti (October 2) is held to salute Mohandas Karamchand Gandhi — better known as Mahatma Gandhi — for his leadership during their fight against British occupation post-independence occurring in August 1947.

In addition to these public holidays are applicable only regionally or governmentally. Employees may enjoy eight to 12 days off annually if these are factored in, depending on an individual agreement or their employer's policy. Over 30 festivals can be celebrated per year across various religious denominations.

**D2R AI Labs Private Limited decides to opt for 10 more holidays in addition to the three observed National Holidays. If one of the above national holidays falls on a Saturday or Sunday, additional holiday will be added to 10 days.**

## TYPES OF LEAVE

### EARNED LEAVE OR PRIVILEGED LEAVE

Employees may earn privileged leave when they remain with an organization if the employee crosses 6 months of tenure.

D2R AI LABS offer one and half days leave per 20 working days. This type of leave can be taken by employees without deductions to their salary and with management approval (except in case of emergency). This leave can also be cashed out if desired. A maximum of 5 days cash out is allowed.

This accounts to

PL 18 days



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Maximum cash out at the end of the year 5 days

The company does not have a policy to carry over the leave to the next calendar year.

This is in accordance with the Statutory Minimum mandate defined.

#### SICK LEAVE

Sick leave is offered to employees who are sick for more than 3 days. Any leave eligible for sickness should be accompanied by a proper medical certificate as proof which will be scanned for its sanctity by the manager.

Sick leave includes weekends and public holidays. For example, if your doctor recommends five days off starting on a Wednesday, your sick leave will include the entire week.

Sick leave should be provided with proper medical certificate provided by registered medical practitioner advice and declare the number of required days in advance as per the advice of the doctor.

D2R AI Labs offers 30 days of sick leave in a year, which cannot be taken in more than 3 portions of the year.

Sick leave should be properly applied in the portal with proper documentation which will be approved subjected to sanctity.

#### BEREAVEMENT LEAVE

Bereavement leave offers D2R AI Labs employees the time to perform last rites, manage personal matters, and process grief when there is a death in their own family.

Relationship allowed for Bereavement

1. Father
2. Mother
3. Sibling
4. Child
5. Father-In-Law
6. Mother-In-Law

Company policy typically grants **5 days of leave** for this purpose.



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## PATERNITY LEAVE

Paternity leave offers D2R AI Labs employees a family time to take care of the new borne.

Company policy typically grants **5 days of leave** for this purpose and should be **taken within 13 days** of the new borne.

## MATERNITY LEAVE

Maternity leave is offered to married women of D2R AI Labs for a woman's first two children if she had worked with her employer for at least 80 days.

For additional births and other scenarios such as surrogacy and adoption, employees are eligible to receive 12 weeks of paid leave.

Female staff members may also take extra time off due to miscarriages, medical terminations, or premature birth of a child. This is in accordance with the Maternity Benefit Act.

Company policy typically grants **182 calendar days of leave** for this purpose for proper delivery either through surgery or through normal process.

In case of miscarriage or medical termination of pregnancy, an employee is entitled to **6 weeks of paid miscarriage leave** under the Maternity Benefit (Amendment) Act 2017, immediately following the day of her miscarriage or her medical termination of pregnancy.

## COMPENSATORY OFF

Compensatory leave or "comp-offs" is a type of leave awarded to employees who work during holidays. Although the exact number of extra days may vary, it will usually be less than the equivalent time worked. Consequently, this provides vital flexibility for workers and employers alike.

Compensation off should be availed within 30 calendar days of the day worked to ensure enough break has been provided to the employee. This should not be considered as leave to be taken to save PL.

The Compensatory OFF is eligible only if the customer delivery expects to work on holidays and is approved by lead.

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Compensatory OFF is not applicable in scenarios of working on a public holiday and later taking compensatory.

### LEAVE WITHOUT PAY

When an employee has used all their allotted leave but still requires more days off, the additional time away from work can cause a salary reduction. This is known as "leave without pay." If applicable, employees may be able to apply this leave toward future absences allowed by the leave policy.

### Instructions to follow in Notice Period

1. Employees serving notice period are not eligible to take PL while serving notice period. PL earned which is unutilized will be cashed with final settlement.
2. If PL has been already utilized more than allowed in the financial year before notice period, deductions will be made in the final settlement for accounting the number of excess leaves taken than allowed.
3. If for unavoidable reasons, had to take leave, it will be approved by the reporting manager with an agreement that notice period gets extended for the number of days leave taken.
4. If an employee needs to go on sick leave, employee needs to submit the doctor certificate for the approval of absence when returning to work. If for some reason, unable to return to work, employee needs to compensate the salary amount for the unserved notice period as an exception on a case-by-case basis which will be treated based on humanitarian background. Failing to do so, will result in absconding process as per law of the nation.

When an employee decides to compensate with salary amount due to medical condition, experience certificate and relieving order will reflect with the same as reasons for resignation to ensure that employees don't exploit employers with this reason as an excuse.

5. If recovered from sickness and continuing to work, the employee should serve the rest of the notice period extended with the number of sick leaves taken.
6. Salary will be held from second month of serving notice and will be settled within 30 days as part of final settlement from the relieving date.