
Document Title: Leave Policy

Applicability: India-based staff

Release/ Revision Date: April 1-2021

MSC business operations require staff members to be on assignments and travel frequently. At the same time, we encourage staff members to take restful, healthy breaks and attend to personal requirements or exigencies. This leave policy introduces a singular, consolidated leave provision, 'Any Purpose Leave'. This is in keeping with trends and practices pertaining to our sector and environment. While being progressive, it provides for flexibility and a market-consistent approach. This policy also outlines the process for availing leave. This policy will be reviewed and modified periodically. When using this Policy, please remember that while we have attempted to make it as comprehensive as possible, situations may arise which may require judgment and discretion by your DL/ PGL, in conjunction with HR.

Any Purpose Leave - Annual Entitlement

Staff members can accrue up to a maximum of 30 working days of 'Any Purpose Leave' for every full calendar year worked, uninterrupted.

Credits

- Leave will be credited in advance to the staff members' account on January 1st of each year.
- However, leave if availed in excess of the entitlement, will be recovered in the event the staff member was to leave the organization anytime during the year.
- Pro-rated credits will be given to staff joining during the year.

Leave Encashment

Leave balance standing to the credit of an employee at the end of a calendar year will be encashed, subject to a maximum of 20 days. Any unutilized leave in excess of 20 will lapse and will not be carried forward. All calculations of leave encashment will be applied on the last drawn Basic Salary.

For employees who join during the year, encashment will apply to a maximum of 2/3rd of their pro-rated leave credits at the end of the calendar year.

Whilst on Probation

For new joiners, who are on probation, leave credits will be provided on the basis of the prorated days from their date of joining till the anticipated end of probation period. The pro-rated leave may be utilized by the probationary employee, and will lapse at the end of the probation. Upon confirmation as a regular employee, they will receive prorated credits for the remaining part of the year, as for all other staff. Encashment of leave is not permissible during probation period.

Paternity Leave

MSC recognizes the important role that men increasingly play in family caregiving and co-parenting. Paternity Leave, as per the following will apply:

- This will be for 10 working days, and for a maximum of 2 children.
- This will be applicable after completion of one year of service (including Probation).
- The days would need to be taken in a single stretch.
- Paternity Leave days can be availed within a period of 5 days before the event, and one month after the event.

Other Salient Features

- Leave provisions are on working days basis. Hence, weekly offs and holidays falling between the leave periods will not be counted in leave days.
- Leave entitlement for part-time staff will be specified in the individual contracts.
- **Maternity Leave:** Female staff members who have been with MSC for a period of more than 80 days are entitled for maternity benefits as per Maternity Benefits Act, 1961. Please refer to the Maternity leave policy for more details.
- Leave balance will be provided on the basis of prorated allocation for the rest of the year, after a person comes back from the maternity leave.
- If leave is availed above and beyond the leave entitlement for a year, the number of days in excess will be adjusted by deducting salary and the required deduction will be done in the next month's payroll cycle.
- Half-day leaves are permissible.

All staff should demonstrate due diligence and caution in the use of their entitled leave, especially in relation to Work from Home (WFH). Leave should not be mixed with WFH, and be invariably applied for and so marked on the system.

Process

- All leave has to be applied through the Leave Management System (LMS) on the MSC repository, or such system as may be in place later. Necessary approvals should be obtained before you proceed on leave.
- In case you decide to cancel your pre-planned leave, please inform your respective line Manager and update the portal. The balance on the LMS portal will only be updated after the cancellation process is complete on the portal.
- Staff are requested to ensure that the dates you are on leave are correctly marked on your respective Work-plan.
- All staff are requested that in most instances, leave is a well-planned activity. Planned leave does not result in work disruptions, and hence staff members should submit leave requests on the portal well in advance (other than emergencies).

Upon Separation

Unutilized leaves a) pro-rated back to the last date in service, and b) in proportion to the encashment component (being 2/3rd) of total leave as per policy, will be calculated, for encashment purposes for departing staff. Leave is usually not permitted during the notice period and notice period cannot be adjusted against leave. Exceptions to this require prior approval of a staff's DL and the CHRO.