

DIPTAB VENTURES PRIVATE LIMITED

Leave Policy

Note 1: The policy will be applied at the discretion of management. The management reserves that right to modify/change this policy as deems fit. Any change in the guidelines narrated below would be communicated to all employees.

Leave Policy

1) Introduction & Scope

- The leave policy outlines the terms relating to leaves sanctioned by LetsTransport.
- The leave policy shall be applicable to all the Employees of LetsTransport. The Employees shall apply for the leave in the HRMS portal of LetsTransport. The authorized person for the sanction of the leave is reporting manager.
- Sanction of leave is at discretion of management based on exigencies of business or seriousness of the case.
- All leaves are administered based on the calendar year from **January 1st to December 31st of the year.**

2) Objective

- The objective of the leave policy is to lay down guidelines for leaves and holidays to which all the Employees of Diptab Ventures Private Limited (“LetsTransport”) are entitled.

- The intention of the policy is to enable Employees to take time off to spend with their family and friends, recover from illnesses, take care of emergencies, manage important events, and have a better work-life balance.
- This policy is subject to all applicable labor and employment legislation.

3) Types of Paid Leaves

A) Earned Leave / Privileged Leave

- All Employees of LetsTransport are entitled for 18 days of earned or privileged leave ONLY after completion of one year (240 working days).
- Any public holidays, weekly off, Saturday offs (wherever applicable) falling within a period of approved earned leave will be excluded from the calculation of number of days earned leave availed.
- Prior approval is necessary for taking leave by informing through LetsTransport's HRMS portal. However, if due to unavoidable circumstances prior approval can't be taken it should be communicated orally to the reporting manager or HR.
- If an Employee does not avail any earned leave/privileged leave, such leaves shall be added to the leaves, to be allowed to such Employee in the succeeding calendar year.
- Earned leave/privileged leave leaves up to 8 days will be encashed along with March salary and the balance leave will be carried forward to the succeeding year and shall not exceed 30 days.

B) Sick Leave / Casual Leave

- All Employees of LetsTransport are also entitled to sick leave / casual leave for a period not exceeding 18 days, on the ground of any sickness incurred or accident sustained by such Employee or for any other reasonable cause.
- Sick Leaves/Casual Leave shall be credited at the beginning of the leave calendar period, and employees who join during the year will get pro-rated leave balance.
- Unused leaves cannot be carried forward, nor may any unused leave be converted to any form of cash payment in case of sick/casual leaves.

C) Maternity Leave

- LetsTransport wishes to ensure that all its female Employees who are expecting and all new mothers have the best possible care. Maternity leave is available for all female Employees who have worked for at least 80 days in the 12 months preceding the date of her expected delivery.
- A female Employee can use maternity leave for:
 - Pregnancy and childbirth:
 - As an expecting mother, an Employee is allowed **26 weeks of maternity leave**.
 - The leave can start up to eight weeks before the expected date of delivery.
 - The 26-week period should be used as a single block, and the expected delivery date should be during the period of leave.
 - Miscarriage or medical termination of pregnancy:
 - Paid leave up to six weeks from the date of miscarriage or medical termination of the pregnancy.
 - The Employee will be required to provide medical documentation.
 - Tubectomy operation:
 - Paid leave up to two weeks immediately following the date of the operation.
 - The Employee will be required to provide medical documentation.
 - Special Leave in case of medical complications:
 - In the event of any medical complications related to any of the situations listed above, paid maternity leave can be extended up to one month.
 - The Employee will be required to provide medical documentation.
- Regardless of the reason for which maternity leave is taken, no unused maternity Leave can be carried forward, nor may any unused maternity leave be converted to any form of cash payment.
- Maternity leave can be availed by any female employees for up to 2 children.

D) Paternity Leave

- LetsTransport wishes to ensure that the male Employees who are the new fathers will have time to spend with their new-born children. A male Employee, who is a new father, is allowed up to **ten (10) continuous days** of paternity leave after the child's birth. However, such leave must occur within three months of the expected birth of the child.
- Unused paternity leave cannot be carried forward, nor may any unused paternity leave be converted to any form of cash payment.
- Paternity leave can be availed by any male employees for up to 2 children.

E) Adoption or Surrogacy Leave

- LetsTransport wishes to provide Employees who are adopting children or having children through surrogacy, with the time required to develop a bond with their child.
- The adoption leave is applicable to LetsTransport's female Employees who have worked for at least 80 days in the 12 months preceding the date of the leave application and who adopts a child below the age of three months.
- Employees will be required to provide suitable documentation to demonstrate the adoption process.
- Adoption leave may be taken for a period of up to 12 weeks.
- Unused adoption leave cannot be carried forward, nor may any unused Adoption or Surrogacy leave be converted to any form of cash payment.

F) Special Leave

- In certain special situations, an Employee is permitted to avail special leave up to a maximum of **2 working days**.
- Special Leaves includes Wedding/ Anniversary/ Community Service/ and any such occasions.
- Any Employee whose name is included in the electoral poll will be entitled to take 1 day as paid leave to exercise his or her voting rights at a state election.
- All special leave request required approval from the reporting manager.

G) Bereavement leave

- An Employee is permitted to avail Bereavement leave up to a maximum of **5 working days**.
- Bereavement leave will be approved only in case of bereavement in the immediate family. For the purpose of this clause, immediate family includes father, mother, spouse, brother, sister and children.

4) Types of Unpaid Leaves

- Over and above the leaves specified under this policy, if an Employee wishes to avail leave under loss of pay (Unpaid leaves), exceeding **14 days** the same may be allowed by the reporting manager in consultation with the functional head and HR.
- Salary for that period will be deducted in the same month.

A) Unpaid Sick Leave

- An Employee is permitted to avail unpaid sick leave up to a maximum of **30 days**.
- Medical prescription/Doctor advise/Acknowledgment must be submitted to avail such leaves.

B) Unpaid Wellness Leave/ Pursue your interest leave

- An Employee is permitted to avail unpaid Wellness leave up to a maximum of **6 days**.

C) Unpaid Upskill Leave/ Break from work/Sabbatical

- An Employee can avail Unpaid Upskill Leave/ Break/Sabbatical leave up to maximum of **30 days**.
- To avail Sabbatical an employee must have completed 18 months of service with LetsTransport.

D) Unpaid Work Life Balance Leave

- An Employee can avail Unpaid Work Life Balance leave up to maximum of **6 days**.

- Such leaves can be taken 2 times in a year which shall not exceed 6 days.

E) Unpaid Bereavement

- An Employee can avail unpaid bereavement leave in consultation with reporting manager and functional head.

5) Unauthorised Leave

- If an Employee has not arranged for leave with their reporting manager or HR prior to being absent from the office, or if an Employee overstays the period of leave originally granted, that absence will be treated as unauthorized leave. Employees will always have a chance to provide justification for any unauthorized leave, after which LetsTransport will determine whether there is a need to take disciplinary action against the Employee.

6) Leave Application Procedure

- Employee has to discuss and send leave application for any kind of leave through LetsTransport HRMS portal or HRMS App to the reporting manager or the HR.
- The reporting manager may accept or reject the same.
- The approval of the leave application shall be done through LetsTransport HRMS portal in place by Diptab Ventures Private Limited.
- Availing leave without applying/informing to the reporting manager or HR will be viewed as gross violation of the policy and necessary disciplinary action will be initiated.

7) Updating Leave Records

- All Employees are expected to update their leave records on the 22nd of every month with updated details of leaves availed.
- Any Employee availing leave on the 22nd or later part of the month is expected to update the leave record before proceeding with availing the leave expect in case of sick leave.

8) Holidays

- Apart from above-mentioned leaves, the Company also declares the list of public holidays at the beginning of calendar year.

- As a process HR sends a separate mail on list of holidays at the beginning of the year to all the Employees.

9) Compensatory leave off

- LetsTransport shall ensure that the Employees shall be eligible for compensatory off for compensating the work carried out by the Employee during public holidays or during weekly off days.
- The terms and conditions of compensatory leave off shall be governed by the 'Guidelines on Compensatory Off'.

10) Notice period

- Un-availed Privileged Leave or Earned Leave may be adjusted in the notice period subject to the approval of reporting manager. No Casual Leaves will be allowed during the notice period.
- Casual leaves / Sick leaves can be availed subject to reporting manager approval during notice period.
- For the Employees whose last working day falls between January and March, the balance Privileged Leave or Earned Leave encashment as applicable (on completion of 240 working days) will be adjusted with Full & Final Settlement.
- Such encashment would be done on prorated basis on basic pay.
- Employees are eligible for leave encashment only if they apply leaves in the HRIS portal dutifully.