

India Leave Policies

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*@Ravuru Tech Private
Limited*



RAVURU TECH has a set of values which we expect you to demonstrate in carrying out your job.

The following policy should be read alongside 'The RAVURU TECH Way', our overall policy on ethical behavior and how we expect you to behave at work. If something doesn't make sense to you, or you have any reservations, please talk to your manager or HR.

1. Why do we have this policy?

We strongly believe that taking leave from work is an essential part of maintaining your and your family's health and wellbeing. You are expected to take annual leave to ensure adequate rest, both mental and physical. We also know that you may need to take time off for a variety of social and personal reasons and this will be provided where possible. Your leave entitlements are set out below and these may be availed in line with this policy.

2. Who does it apply to?

This policy shall apply to all employees of the following legal entities of RAVURU TECH in India and all of their offices, units and branches located anywhere in India. These entities may individually and collectively be referred to as we/the Company/RAVURU TECH. This policy does not apply to contractors or people from agencies. RAVURU TECH reserves the right to change and/or withdraw the policy at any time.

3. Our Aim

- a) To support our people to have a healthy work life balance
- b) To provide our people with reasonable leave options that are regulated fairly and consistently

4. Our guiding principles

- a) Company leaves cycle is aligned with the financial year.
- b) National and festival holidays list is aligned with the calendar year and is published on HR Home
- c) Leave accrues in April month of the financial year
- d) If you join in the middle of the year, you will be entitled for prorated leave accruals, as applicable



e) You will receive full pay during the days you are on leave, except if you are on unauthorized leave

f) Leave approvals may be withheld or revoked in line with business and operational requirements

g) Any absence from work without your manager's approval (this includes your inability to provide satisfactory evidence that may be required under the various types of leave specified below) will be considered misconduct or gross misconduct and disciplinary proceedings may be initiated that could result in dismissal from service

h) We all have a part to play in promoting our own health and wellbeing. RAVURU TECH has a role in creating a culture, climate and working conditions that enable our people to make healthy choices and to flourish

j) Managers need to know their people, support them to promote good health, identify and manage any early signs of ill health, and guide their people to advice and services that can help them

5. Your obligations

a) To record all leave on the My HR or EM System

b) To plan annual leaves as early as possible and the necessary approvals before proceeding on leave

c) You are expected to take at least 15 days of leave from the 21 days allocated to you in the financial year.

6. Manager's obligations

a) To consider and respond to annual leave requests within seven (7) working days of receipt

b) Any failure to respond to a leave request within seven (7) working days will need to be explained to your manager

c) To ensure adequate arrangements are made to manage the leave taking employee's workload

d) To ensure that the work life balance in your team is built into the team dynamics.



- e) To ensure your team members are availing annual leave in line with this policy and within the financial year in which it accrues as mentioned above
- f) To ensure that compensatory-off for any holiday working is availed within 30 days of the day the employee has worked or else it will lapse
- g) Tracking and ensuring compensatory-off accurately is your responsibility

7. Leave and Holiday Entitlement

A. Annual leave

- a) Annual leave eligibility accrues @1.75 days per month
- b) You are entitled to twenty-one (21) days of annual leave in each completed financial year of service
- c) Annual Leave carry forward is limited to respective State's maximum carry forward days per year, any untaken but accrued leave over State defined limit will lapse at such time
- d) If you join in the middle of the year your annual leave will accrue on a pro-rata basis
- e) Annual leave may be availed more than you have accrued, with your manager's approval but if you leave RAVURU TECH's employment before it accrues, we reserve the right to deduct the wages paid to you for the days of excess leave Annual Leave may only be encashed on the termination of employment. No other leave will be encashed at any time
- f) Annual leave encashment at the time of cessation of your employment will be calculated basis your Full Time Equivalent salary

B. Sick Leave Entitlement

- a) Sick leave eligibility accrues @1.14 days per month
- b) You are entitled to fourteen (14) days of sick leave in each completed financial year of service
- c) If you join in the middle of the year your sick leave will accrue on a pro-rata basis
- d) Accrued but untaken sick leave balance cannot be carried forward to the next leave cycle
- e) If you take three (3) or more consecutive days of sick leave, you must submit a medical certificate to your manager



f) We reserve the right to seek a fit to work certificate in certain circumstances or to seek a medical review of your condition e.g. If you had a communicable disease that may put others at risk

C. Special Leave Type

- a) In certain critical life events, you may avail Special Paid Leave
- b) All Special Paid Leave require written approval of your line manager
- c) Proof of the event may be sought upon your return to work

Types of Special Paid Leave are:

Election Leave: we encourage our colleagues to cast vote on polling day. You can avail one

- (1) day of election leave (voter ID card)
- (2) Strikes/lockouts (will be communicated by workplace team)
- (3) Protests (will be communicated by workplace team)

D. Parental Leave

Please refer to the Maternity Policy on One HR or HR Home for maternity, adoption, surrogacy and other related leave available to you. Please refer to the Paternity Policy on One HR for details on the Paternity Leave.

E. Examination Leave

You can avail three (3) days of examination leave for actual days of the examination (Standard of proof - hall ticket). This can be availed only once in a financial year

F. Marriage Leave

You can avail marriage leave of ten (10) consecutive working days within 30 days prior or post the date of marriage once during your tenure in RAVURU TECH.

G. Bereavement Leave

You can avail three (3) consecutive working days of leave on death of an immediate family member only. You can avail this leave only once in a financial year



H. Volunteer Leave

Volunteering is an activity involving spending time, doing something that benefits the community and good causes you care about. We support your involvement by giving you up to three (3) days of company time to volunteer. This can be availed only once in a financial year, the request will need to be pre-approved and the reasons have to be certified by your line manager.

I. Time Off in Lieu (TOIL)

a) Working on any public holiday specified for your business unit would require the written approval from your line manager.

b) If you work on a public holiday specified as a 'Mandatory Holiday' for your business unit as per your work location, you will be entitled to:

- i. One compensatory off & double the wages (Wage for the day worked x 2) for the day worked. (Wage for the day worked + 1 more day)

OR

- ii. No compensatory off & triple the wages (Wage for the day worked x 3) for the day worked. (Wage for the day worked + 2 more day)

c) Any other public holiday working will be compensated with a compensatory off or double the wages (Wage for the day worked x 2) for the day worked.

J. Leave without pay (LWOP/Unpaid leave)

ALWOP request may be made in an exceptional circumstance and will require the approval of your line manager and HR Partner. Any unauthorised leave or leave taken in excess of accrued leave will be LWOP unless necessary approvals are in place and is likely to subject you to disciplinary proceedings.

K. Public holidays

a) A list of public holidays is published before the start of each calendar year

b) We observe five public holidays in a calendar year. These public holidays are a combination of national and festival holidays as agreed with your business unit

These National Mandatory Holidays are: **Applicable in state Karnataka (Bengaluru)



26 January

1 May

15 August

2 October

1 November

c) You may refer to the 'India Holiday Calendar' for the complete list of public holidays as agreed by your business unit. For any queries regarding public holidays, please reach out to your manager.

8. Compliance

We appreciate that the vast majority of RAVURU TECH employees act professionally and in line with RAVURU TECH Values and our ethics code: the RAVURU TECH Way, but if you do behave in a way that is inconsistent with any policy on procedure, we may initiate disciplinary proceedings in line with company policy and the applicable law.

9. Document History

Title of the Policy	India Leave Policy
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Version No	1.0
Effective Date	01-Jan-2024
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Policy Owner	HR
Queries	Ask HR