



Reliance Industries Limited Policy

Leave Policy

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| Issuing Authority | CHRO Hydrocarbon |
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Lifestyle Benefits| Leave Policy

Date of revision -1st November, 2014

Objective

The purpose of this policy is to specify the nature, extent and entitlement of various types of leaves available to employees.

Applicability

All employees in supervisory category including Trainees & Full Time Consultants of Hydrocarbon. For exclusions, please refer policy annexure.

Details

| Leave Type | Work Week | Details |
|-----------------------------|-----------------|--|
| Privilege Leave | Five Day, Other | 24 days per calendar year on full pay |
| Optional Holiday | Five Day, Other | As per the existing practices at respective locations / sites |
| Paid Holiday | Five Day, Other | As per the existing practices at respective locations / sites |
| Contingency Leave | Five Day Only | 6 days per calendar year on full pay |
| Casual Leave | Other Only | 8 days per calendar year on full pay |
| Sick Leave | Other Only | 10 days per calendar year on full pay |
| Parental Leave | Five Day, Other | <p>1. Quantum of Maternity Leaves up to 26 weeks (182 calendar days) on full pay: 12 weeks (84 calendar days) of Maternity Leave from the third child onwards.</p> <p>2. Commissioning mother will be provided 12 weeks (84 calendar days) of Leave</p> <p>3. Paternity leave up to 5 working days on full pay during first 12 weeks of child's birth. This is not applicable to Fixed Term Employees and Trainees</p> <p>4. Child Adoption leave:</p> <p>i. In case the child is less than 3 months of age, female / single father employees will be provided 12 weeks (84 calendar days) of Leave on full pay</p> <p>ii. In case the child is greater than 3 months of age, employee will be provided upto 4 weeks (28 calendar days) leave on full pay during the first 12 weeks of child's adoption.</p> |
| Special Purpose Leave | Five Day, Other | <p>1. Joining/Relocation leave up to 5 working days on full pay within first 3 months of joining</p> <p>2. Marriage leave up to 5 working days on full pay</p> <p>3. Half Day Working for women employees returning from Maternity leaves up to 6 months upon completion of maternity leave</p> |
| Extraordinary Medical Leave | Five Day, Other | Case to case basis (after exhaustion of all leaves including advance & accumulated) |
| Compensatory Off (C- OFF) | Five Day, Other | <p>1. Manufacturing Locations: For work beyond their normal working hours</p> <p>2. Head Office & Regional Office- For working on Paid holiday / Weekly off</p> |
| Leave for Trainees | Five Day, Other | 18 days per annum |