

Classification	Strictly Confidential	
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	Restricted	✕
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Access list	SHPL Employees	

### Leave Policy

**Release Approval** : Head - HR  
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**Date** : 1<sup>st</sup> July, 2016

### Version Control:

Modified by	Date	Version #	Nature of Change
HR	28 Mar 2016	1.0	Draft preparation
HR Head	01 July 2016	1.1	Final release

**Objective:**

The objective of the policy is to provide work life balance to the employees. Annual leave facility provides employees with an opportunity to take break from work. Employees get an opportunity to spend time on personal work as well as on leisure activities with family and friends. A vacation contributes to reduce stress and improve the individual's health, by improving the work-life balance of the employees.

**Eligibility:**

All employees of SHPL who are confirmed in the organization are entitled to avail the policy benefits. Employees on probationary period are entitled to avail only sick leave.

**1.0. Earned Leave**

1.1. Employees will be entitled to Twenty Two (22) working days of leave in a calendar year.

Leaves can be carried forward to a maximum of Forty Five (45) working days.

1.2. Any excess leave over 45 days will automatically lapse as on 1st January. This clause will not apply to employees over 55 years of age. The present rule of accumulating leave with no upper limits will continue for employees above the age of 55 years.

1.3. Leave will be credited to employee's account in the beginning of the subsequent calendar year. For new joiners, in the first year the leave entitlement will be on pro-rata basis.

1.4. Earned Leave can be availed for even half a day.

1.5. Leave and any extension thereof in all cases must be applied at least 10 days in advance except in case of emergency. Leave will be sanctioned subject to exigencies of work. Employee is required to submit leave application in Leave Management System in Nexus duly approved by respective manager prior to proceeding on leave.

1.6. No encashment of leave will be allowed except at the time of separation. Management at its discretion may allow the employee to adjust full or part of his/her leave towards notice period.

1.7. Unavailed accumulated leave, if any, will be automatically encashed and paid out only at the time of separation / retirement from the services of the company. Leave Salary will be calculated based on the basic salary of the employee.

1.8. In case an employee resigns / separates from the company and has taken leave in advance, his dues would be deducted on a pro-rata basis for the number of days of leave taken in excess of the eligible days of leave earned up to the last working day.

1.9. To avail of Leave Travel Assistance (LTA), an Officer/Employee has to proceed on Earned Leave for a minimum 05 (five) days.

## **2.0. Sick Leave(SL)**

2.1. Employees not covered under the ESI Act, 1948 will be entitled to 10 calendar day's sick leave per annum from January to December. In case of employees joining during the year, the entitlement will be pro rata per month.

2.2. Sick Leave can be availed for medical reasons only.

2.3. Sick Leave can be accumulated up to 42 days and any accrual of SL beyond 42 days will automatically lapse at the beginning of the calendar year.

2.4. Sick Leave application for 3 days or more at a stretch will need to be supported by a certificate from Registered Medical Practitioner and /or certified by Company Medical Officer.

2.4 Sick Leave will be adjusted against working days only and intervening paid holidays or weekly offs will not be counted.

## **3.0 Maternity Leave**

3.1. Female employees who are not covered under the ESI Act will be entitled to Maternity Leave as per the provision of the Maternity Benefit Act, 1961.

3.2. The objective of this leave is to provide women employees adequate rest before, during and after birth of a child. In case of maternity leave employee should get her tentative leave sanctioned by the Manager at least 3 months before the expected date of delivery.

3.3. All confirmed women employees are eligible to Maternity Leave as per the Maternity Benefit Act, 1961.

## **4.0 Childcare Leave**

4.1 The benefits of the childcare leave policy will be available to all permanent female employees in order to support female employees during their period of motherhood and help her care for herself and her child.

4.2 The detailed provisions of this leave are given in the separate policy document.

## **5.0.Paternity Leave**

5.1. Paternity Leave is designed to help male employees to take time off to support his family during the birth of his child.

5.2. The detailed provisions of this leave are given in the separate policy document.

## **6.0 Sabbatical Leave**

6.1. The Sabbatical Leave is provided to help employees maintain a healthy balance between work and their private lives.

6.2 .The detailed provisions of this leave are given in the separate policy document.

## **7.0 Volunteering Programme Leave**

7.1. Siemens Volunteering Program consists of employee engagement in the community as individuals / teams during the paid working hours.

7.2. The detailed provisions of this leave are given in the separate policy document.

## **8.0 Holidays**

Apart from the leaves, all employees are entitled for paid holidays in a year. This will be Ten (10) days, including National holidays and will vary for locations. The list of holidays will be decided by Management at the beginning of the year and communicated to the employees.

## **9.0 Leave Approval Process**

9.1 All Leaves have to be applied by using the system LAMS (Leave & Attendance Management System) in NEXUS or any other platform as may be prescribed from time to time.

9.2 The Leave application should contain the following detail:

- Purpose of Leave.
- Dates for which Leave is required.
- Correspondence Address during Leave and Phone Number

9.3. Employees returning from Overseas assignments / Delegation, must first report to their respective location and then apply for leave, if need be.

**The policy is effective 1<sup>st</sup> July, 2016.**

**Gerd Hoefner**

**Raghu Chandrashekar**