

# **LEAVE POLICY**

## **1) Objective**

The company believes in its employees' work-life balance and understands their social obligations and managing good health. Hence, through this Leave Policy, the Company encourages all its employees to enjoy quality time with his / her family, attend to his / her personal needs on occasions and take some time off to recover from any kind of sickness.

## **2) Eligibility**

All employees joining on the rolls of the Company will be eligible for leave as per this Policy.

## **3) Types of Leave**

- a) Earn Leave / Privilege Leave (EL / PL)
- b) Casual Leave (CL)
- c) Sick Leave (SL)
- d) Maternity Leave / Adoption Leave

## **4) Entitlement, Purpose and Accumulation limit**

Leave Type	EL / PL	CL	SL
<b>Entitlement</b>	15 Working Days	12 Running Days	12 Running Days
<b>Definition of Working / Running Days</b>	Intermittent weekends / company declared holidays not to be adjusted as PL / EL	Intermittent weekends / company declared holidays <b>to be adjusted</b> as CL	Intermittent weekends / company declared holidays <b>to be adjusted</b> as SL
<b>Purpose</b>	For vacation / any other reason requiring long break	For personal work	During Illness / Recovery from Illness
<b>Accumulation and max permitted</b>	60 Working Days	Not applicable Unused leave lapses automatically	Not applicable Unused leave lapses automatically

**5) Leave credit date and related rules**

Leave Type	EL / PL	CL	SL
<b>Leave credit date</b>	Jan-01	Jan-01	Jan-01
<b>Credit period</b>	Jan 1 to Dec 31	Jan 1 to Dec 31	Jan 1 to Dec 31
<b>Leave credit rules</b>	15 days EL/PL to be credited on Jan 1 of the calendar year. If joining during the year, EL/PL to be credited on prorate basis on date of joining. If date of joining is on or before 15th of the month, EL / PL to be credited for full month.	12 days CL to be credited on Jan 1 of the calendar year. If joining during the year, CL to be credited on prorate basis on date of joining. If date of joining is on or before 15th of the month, CL to be credited for full month.	12 days SL to be credited on Jan 1 of the calendar year. If joining during the year, SL to be credited on prorate basis on date of joining. If date of joining is on or before 15th of the month, SL to be credited for full month.
<b>Carry Forward facility</b>	Maximum 8 days	Not applicable	Not applicable
<b>Minimum days to be availed on each occasion</b>	Min 5 days – max on 3 occasions during the year	Min 1/2 day - Max 2 days on one occasion	Min 1/2 day - Max as per available balance; > 2 days need Dr certificate
<b>Prefix / suffix facility</b>	Allowed to prefix / suffix weekends / company holidays	Not allowed. If availed, weekends / company holidays will be adjusted against CL.	Generally not allowed.

**6) Eligibility & Leave approval rules**

Leave Type	EL/PL	CL	SL
<b>Date of eligibility</b>	Only on confirmation	From date of joining	From date of joining
<b>Approval process (all applications shall be through FALCON tool)</b>	To be applied 15 days before proceeding on leave and subject to approval by the reporting Manager	To be applied before availing CL (recommended) / after availing and to be approved by the reporting Manager	Employee, falling sick, shall inform his / her manager regarding his / her sickness. He / She shall apply immediately on resuming for his / her reporting Manager's approval. Shall submit Dr certificate in case of > 2 days SL.

## **7) Encashment facility and rules governing encashment**

Leave Type	Privilege Leave (PL) / Earn Leave (EL)	Casual Leave (CL)	Sick Leave (SL)
<b>Encashment facility / limit</b>	EL / PL balance along with the accrued leave will be encashed at the time of employee's separation from the Company.	<b>Not applicable</b>	<b>Not applicable</b>
<b>Encashment rule</b>	Monthly Basic salary / 30 days * number of days encashed - subject to Income-tax as applicable	<b>Not applicable</b>	<b>Not applicable</b>

**The above limits and other related guidelines are as stipulated under the Telangana Shop Act .**

## **8) General rules**

- a) While all leaves are part of the employee benefit, the approval of leave shall be at the discretion of the Management based on exigencies of business or merits of the case.
- b) Employee is responsible to apply / regularize his / her absence on the FALCON tool or any such Leave Management system followed by the Company, immediately on resuming duties in case of leave availed without prior approval. HR is within its rights to treat all absence not regularized on the tool within the stipulated period as "leave without approval" or "unauthorized absence" and treat the same on "loss of pay". Employees serving notice period are not eligible for any leave during the notice period.

## **9) Maternity Leave / Adoption Leave**

- a) All female pregnant employees of the Company shall be eligible for maternity leave as provided under the Maternity Benefit Act, 1961 and amended from time to time.
- b) An employee wishing to proceed on maternity leave shall apply for the same duly supported by a medical certificate issued by the gynecologist with whom the employee is registered.
- c) Employee is permitted to prefix / suffix maternity leave with PL / EL or SL as may be required.
- d) **All adoptive mothers will be eligible for Adoption Leave of 12 weeks as per the Maternity Act, 1961, provided the child adopted is three months or less at the time of adoption.**

## **10) Effective date of the Policy**

**This Policy shall come into effect from January 1, 2024.**