

1.OBJECTIVE

At Toolfe, “We value our people the most”. We understand work life balance is most essential to cater to personal needs and professional responsibilities which allows flexibility. We have designed policy on time off from work to attend to leisure, unforeseen circumstances, celebrations, parenthood and important events of your life.

2. APPLICABILITY (comes into effect from Jan 2024)

This policy is applicable to all full time Toolfe employees.

3. STRUCTURE /TYPE OF LEAVE

The Company calculates and provides the employees with leave for every calendar year, Jan to Dec.

Type	Quantum	Eligibility
Casual Leave	7 Days	From DOJ Prorated
Sick Leave	12 Days	From DOJ Prorated
Privileged/Earned Leave	18 Days	1.5 days accrued monthly
Maternity Leave	26 Weeks	As per act- up-to 2 children
Paternity Leave	15 Days	On child birth
Bereavement Leave	3 Days	On unforeseen event
Periods Leave	1 day	Monthly – Women employees only

Rider: No leave eligibility for the employee who is under notice period. (however, in emergencies the approval of leave is to the discretion of the manager)

Prorated Example: Employee joins in June he/she will have 6 months to complete till Dec.

CL = $7/12 \times 6 = 3.5$ days of leave to avail

SL = $12/12 \times 6 = 6$ days of leave to avail

PL = $18/12 \times 6 = 9$ days of leave to avail

Sandwich Leave:

A sandwich leave is when an employee takes leave before and after a non-working day, and the non-working day is also counted as a leave.

i, e., If an employee takes leave on Saturday and Monday (Saturday, Sunday, Monday), then that would be considered as LOP (Loss of pay)

Note: If in case of urgency the concern employee must inform to the Concern TL and need to get approved through email or call.

Cultural Leave:

Cultural leave is a type of leave that allows employees to take time off from work to participate in Cultural activities. This can include time off to observe Cultural holidays, ceremonies, or practices.

(Yearly 4 days)

Casual Leaves: Rules/Applicability:

- Prorated from the date of joining
- No carry forward on un-availed leaves.
- At any given point in time employee cannot avail more than 2 days of CL at a stretch. Any un-availed leave would lapse.
- Prorated from the date of joining

Sick Leaves: Rules/Applicability:

- Any un-availed SL can be carried forward but not eligible for encashment.
- More than 5 days of SL at stretch to be supported by medical certificate

Privileged/Earned Leave: Rules/Applicability:

- Prorated from the date of joining. All accumulated prorate leave is credited in January. Cannot avail from the date of joining as it is earned leave. Includes all intervening holidays (festival, Saturday, Sunday etc)
- Only 50% out of 18 days can be carried forward, if un-availed would lapse. To encourage on Work life balance, we encourage employees to plan their PL in advance and intimate managers to plan on responsibilities without affecting the operations.
- Cannot club with any other leaves.
- Accumulated PL is eligible for encashment during exit of employee. Minimum criteria is employee must have completed one or more years in the organization.

(a) Maternity Leave (Maternity Benefit act 1961, amended 2017) – Eligibility:

- Women employees - completion of 80-day term in 12 months.
- 26 weeks paid leave, 8 weeks prior to child birth and 18 weeks after delivery or can be availed at once.
- 12 weeks for adopting a baby. Eligible women employees need to apply for Maternity Leave in advance and submit a certificate from a registered medical practitioner, specifying the date from which the Employee will be absent from work, the date being not earlier than six weeks from the date of her expected delivery.
- Miscarriage: 6 weeks from the date of miscarriage, produce medical certificate for availing this leave
- Tubectomy Maximum of 2 (two) weeks immediately following the tubectomy operation and shall submit to the Company the certificate obtained from a registered medical practitioner specifying the date on which the tubectomy operation was conducted.
- Illness from Pregnancy – 30 days medical paid leave. Certificate a must.
- Extension of Maternity: Adjusted to annual leave. Further extension is treated as LOP which includes intervening holidays and weekly offs. Work from home option: This is a mutually agreed terms between employer and employee depending on the situation and case to case basis.

Applicability – Women who are pregnant with their first or second child are the only ones who can profit from it. Does not apply beyond 2 children.

Paternity Leave: Rules/Applicability:

- Parenthood is a special feeling and Occasion to celebrate happiness, joy, excitement, new experiences. We allow new father to take time off the work following the birth or adoption of a child.
- Applies after the birth of child
- All intervening days are counted. Request proof of birth for availing the leave.

Bereavement Leave: Rules/Applicability:

Loss of loved ones are beyond words. However, keeping the reality of life in mind, we would empathize on the situation and allow time off from work for our employees to settle down emotionally.

- Applies to the loss of parents, spouse, children, In-laws, brothers, sisters
- No extended family member's loss is taken for application of leave. (uncles, aunties, friends, etc)

Periods/menstrual Leave: Rules/Applicability:

- It is a real boon to be born as women for the care, consideration, empathy she shows to her near and dear ones. However, nature has given her certain discomforting natural pains like childbirth, menstrual cramps, menopause pains and discomforts. We would like to comfort our women employees by allowing them a day off in a month for recovering from such unease. We encourage womanhood be celebrated by comforting and caring for them.

GENERAL GUIDELINES REGARDING LEAVES

We value our employees and their contribution; at the same time no policy is a right to overrule or deviate on the general norms set out by the company. We request all employees to abide by the policy which is a guideline and a equality measure by the organization keeping a balance between employer and employee relationship.

- The employee is required to avail leave only with the prior authorization of the authorized personnel of the Company unless emergency which needs communication correction.
- Advance approval from department leads is a must for more than 5 days of leave to plan their department responsibilities.
- No two leaves can be clubbed for availing – SL with CL or PL or any other combination.

RIDER: All leaves are subject to approvals by department managers and they have the right to approve or disapprove the leave based on priorities of the organization

Sathish P,
Director of Human Resources,
Toolfe (A brand of Zotork Private Limited)

Surya A,
Cofounder & Managing Director,
Toolfe (A brand of Zotork Private Limited)

Jeffrin Jen J,
Cofounder & Managing Director,
Toolfe (A brand of Zotork Private Limited)