

LEAVE POLICY OVERVIEW

This policy outlines the eligibility, entitlement, and rules for different types of employee leave. All leaves are governed by company guidelines and applicable labor laws.

MATERNITY LEAVE

Eligibility

- Employee must have completed **a minimum of 80 days of service in the last 12 months**.

Entitlement

- First two children:** 26 weeks of paid maternity leave
- More than two children:** 12 weeks of paid maternity leave

Key Rules

- Maternity leave can begin **up to 8 weeks before the expected delivery date**.
 - For employees with more than two children, leave can start **up to 6 weeks before delivery**.
 - Full salary is paid** during the maternity leave period.
 - Maternity leave **cannot be clubbed with NBL (Non-Business Leave)**.
 - In case of **miscarriage**, the employee is entitled to **6 weeks of paid leave**.
 - Any **unused maternity leave lapses at the end of the calendar year** and cannot be carried forward or encashed.
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PATERNITY LEAVE

Eligibility

- Employee must have completed **a minimum of 80 days of service**.

Entitlement

- 5 days of paid paternity leave**.

Key Rules

- Paternity leave can be availed **only twice during the entire service period**.
- Applicable **only for the first two children**.
- Leave must be taken **in one continuous stretch**.

- It must be availed **within 3 months of the child's birth**.
 - Unused paternity leave cannot be carried forward or encashed.
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COMPENSATORY OFF (COMP OFF)

Applicability

- Granted when an employee works on **weekends or public holidays**.

Entitlement

- **More than 4 hours of work:** Half-day Comp Off
- **More than 6 hours of work:** Full-day Comp Off

Special Provision

- Working on **mandatory national holidays (26 January, 15 August, 2 October)** earns 2 Comp Offs.

Validity & Encashment

- Comp Offs are valid **until the end of the next quarter**.
 - **Unused Comp Offs are encashed** based on the employee's **gross salary**.
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PUBLIC HOLIDAYS

- The list of **fixed public holidays is announced annually by HR**.
 - The holiday calendar follows the period from **1st January to 31st December**.
 - Employees are expected to plan leave accordingly.
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BIRTHDAY LEAVE

Entitlement

- **One paid birthday leave per calendar year.**

Key Rules

- The leave **must be taken on the actual birthday**.
 - If the birthday falls on a **weekend or public holiday**, the leave **automatically lapses**.
 - Birthday leave **cannot be accumulated, carried forward, or encashed**.
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BEREAVEMENT LEAVE

Eligibility

- Applicable to **all regular full-time employees**.

Entitlement

- **5 consecutive paid days per occurrence.**

Key Rules

- Applicable only in the event of the death of an **immediate family member**.
 - Bereavement leave **cannot be accumulated or encashed**.
 - Approval is required, and **supporting documentation may be requested**.
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PROLONGED MEDICAL LEAVE

Guidelines

- Employees must first **utilize all available leave balances**.
- **Privilege Leave (PL)** and **Non-Business Leave (NBL)** can be **clubbed together**.
- Any leave taken beyond the available balance is treated as **Leave Without Pay (LWP)**.
- The **maximum LWP allowed is 60 days**.