



**Leave Policy**

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## ***BSIPL-ISMS-POL-HRL (Human Resource Leave Policy)***

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### **Document History**

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# **BSIPL-ISMS-POL-HRL (Human Resource Leave Policy)**

## **1.0 Objective:**

The objective of the leave policy is to share the eligibility of the leave that each employee of Bhavna Corp is entitled to. This policy will also share details on process that is required to be followed while availing the entitlement, the process and discipline that needs to be followed by each employee and will also share guidelines on how to deal with exceptional situations with regards to leave requirement.

## **2.0 Scope:**

This policy applies to all full-time employees of Bhavna Corp.

## **3.0 Hours of Operation/Work Schedules:**

- Every employee needs to put in 40 hours of productive time per week. The office normally operates from 9:00 am until 6:00 pm (India Standard Time) however, the work timings may vary as per client's requirements.
- Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours as required by their job role or projects. Such Employees are registered at different designated timings.
- All employees are required to put in a minimum of 8 hours of productive work (excluding a 1-hour break) irrespective of their login timings.
- However, employees need to work for a minimum of 6 hours for full-day attendance and 4 hours for half-day attendance. For Example, any Employee who works for 5 hours is considered half day, 3 hours as absent.

## **4.0 Applying and Approval:**

- Employees must apply for leave through HRMS (Adrenalin). Leaves between 1 to 3 days must be intimated to Reporting Manager and applied at least one week in advance, leaves more than 3 days must be intimated to Reporting Manager at least two weeks in advance.
- Employees are eligible to take Emergency leave **once every two months**, specifically for reasons like illness, unforeseen work obligations, or family emergencies. If an employee is ill and unable to report to work for more than two days, they are expected to submit the required reports to their manager and the HR team.
- Employees are encouraged to take their accrued leave from time to time. If an employee must be outside of the office for non-business-related reasons during their normal work schedule, it should be approved by their Reporting Manager in advance.
- If the employee is unable to apply leave in advance due to a personal emergency, the same must be applied within 2 working days from the day of resuming to work. Failing to comply with the timelines will require approval from your department head and in the absence /denial of approval, the leave will be treated as Leave without Pay.

## **5.0 Responsibility:**

**Employee:** To avail of the appropriate type of leave as per the guidelines laid down in this policy. Ensure planning and utilization of leaves thereby ensuring work life balance without impacting the work deliverables.

**HR Dept:** Record the leaves utilized by an employee and maintain appropriate records. Implement the rules stipulated in the policy.

**Approving Authority:** Managers/ Leads should review & approve leave requests keeping work exigency in mind.

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### **6.0 Reporting:**

- Regular attendance is essential to the organization's efficient operation and is a necessary condition of employment. When employees are absent, schedules and client/customer commitments fall behind, and other employees must assume added workloads.
- Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their manager before their starting time. If your manager is unavailable, a voice message should be left. If the absence is to continue beyond the first day, the employee must notify their manager on a daily basis unless otherwise arranged. Calling in is the responsibility of every absent employee.

### **7.0 Holidays:**

Employees are eligible for 10 designated holidays in a given calendar year. The holiday list will be circulated to you at the beginning of a given calendar year.

### **8.0 Types of Leaves & Its Definition:**

Leaves	Days	Rules	Encashment	Sandwich Policy	Approval Process & Penalty	Eligibility
Privilege Leave - PL	18 Days	1.5 leaves per month are credited at the end of every month Can be accumulated up to a maximum of 20 leaves over and above 20 leaves will lapse All probationary employees are not eligible for Privilege leave during the probation period as it will be accrued and credited post confirmation.	Eligible Only at the time of separation. Maximum - 20 leaves can be encashed	Only when the PL balance is exhausted sandwich policy is applicable.	Leave should be discussed with RM and the same should be applied in the HRMS portal within 24hrs. For all deviations – 0.5 PL will be deducted	Accumulated PLs will get credited to employees' accounts based on DOJ. During the notice period, no PLs are credited During the probation period, leaves are accrued and credited to the employee's account only upon successful completion of the Probation period
Bereavement Leave - BL	3 Days	BL Can be used on the demise of family members as outlined in the policy	No carryforward/encashable	Can be clubbed with PL/LWP	Leave should be discussed with RM and the same should be applied in the HRMS portal	From DOJ as per occurrence
Paternity Leave - PAL	3 Days	Only male employees are entitled to avail of this benefit for a maximum of two occasions, during the service with the organization	No carryforward/encashable	Can be clubbed with PL/LWP	Leave should be discussed with RM and the same should be applied in the HRMS portal	From DOJ as per occurrence

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Maternity Leave - ML	26 Weeks	As per the Maternity Benefits Act	No provision for the encashment as per the act	Paid Maternity Benefit for 26 weeks paid time off inclusive of weeks off and holidays.	Should notify the reporting manager and HR 4 Months in advance from the expected delivery date. Should apply in the system before going on leave	A woman must have been working as a full-time employee for at least 80 days in the past 12 months During the maternity period, no PLs will be credited
Child Adoption Leave - CAL	12 Weeks	As per the Maternity Benefits Act	No provision for the encashment as per the act	Paid benefit for 12 weeks inclusive of holidays and weeks off	Should notify the reporting manager and HR 4 Months in advance from the date the employee is going to adopt the child. Should apply in the system before going on leave	A woman must have been working as a full-time employee for at least 80 days in the past 12 months
Miscarriage leave -ML	45 Days	As per the Maternity benefits act	No provision for encashment as per the act	Paid benefit for 45 days inclusive of holidays and weeks offs	Should notify reporting manager and HR from the date of miscarriage Should apply in the system before going on leave	A woman must have been working as a full-time employee for at least 80 days in the past 12 months
Leave Without Pay - LWP	"0" Leave Balance	LWP (To be considered as per calendar days)	No carryforward or encashable	LWP will be also applicable if proper processes are not followed. Approval must be taken from the manager as per rules applicable for planned or unplanned leaves	Leave should be discussed with RM and the same should be applied in the HRMS portal	From DOJ as per occurrence

Leaves are credited to the leave balance every month, and for the new hires it will be credited on a prorate basis the DOJ.

### **8.0.1 Privilege Leave:**

- Privilege leave is the leave earned by employees when they serve the organization. These leaves can be taken continuously for some days for purposes like Domestic, Travelling, Vacation, Marriage, etc.
- All full-time employees of BSIPL are entitled to 18 days leave (PL) in a calendar year, PL Leaves are credited to the leave balance of the employees at the end of the month and are calculated on a pro-rata basis @ 1.5 per month.
- For employees who join the organization on or before 15th of the month, 1.5 PL's are credited into his/her leave balance for that month. Employees who join the organization post 15<sup>th</sup> of the month, are entitled only for 0.5 PL for that month.
- All Probationary employees are not eligible for any leave during probation period. In case of an emergency, they may apply for leave under Loss of Pay.

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Type of Leave	Allocation	Carry forward (to the next year)
Privilege Leave	1.5 per month, by end of the month	Maximum 20

- Privilege Leave can be clubbed with weekends and company holidays.
- Respective reporting managers are empowered to approve/reject the PL. They can also postpone or cancel leave according to work requirements.
- Any absence beyond the period of approved leave, the same shall be treated as unapproved and will require appropriate action from the Reporting Manager. The reporting manager is required to inform the HR team about the unauthorised absence within 24 hours of such occurrence.
- If an employee does not make use of the leave after it is sanctioned, the employee is then required to cancel leave through the HRMS tool after intimating the reporting manager within 7 days.
- All the unutilized PL balance of the current year can be carried forward to the subsequent year as per the capping mentioned above.

### **8.0.2 Leave Encashment and Carry Forward Leaves:**

- Can be availed in the event of an employee leaving the service of the organization by resignation.
- Adjustment of leaves against the notice period is at the discretion of the Manager.
- The maximum number of leaves an employee can carry forward is 20.

### **8.0.3 Maternity Leave:**

#### **Eligibility:**

- Maternity leave is a statutory leave. All permanent women employees will be entitled to maternity leave benefits as per the provisions of the Maternity Benefit Act, 1961, and the Maternity Benefit (Amendment) Act, 2017 and the prevailing State rules. All expecting women employees are eligible to avail of maternity leave.
- All women employees who have completed the probation period and worked for a minimum of 80 calendar days in the past twelve months with the organization are eligible for this benefit. Employees having less than 2 surviving children will be entitled to a period not exceeding 26 weeks of continuous leave, of which up to 8 weeks can be availed prior to childbirth.

#### **Process:**

- The employee shall submit the application at least four months in advance, along with a certificate from the doctor specifying the expected date of delivery, to his manager with a copy to the HR team before the expected delivery date so that a replacement can be hired and trained for business continuity.
- Maternity leave must be recorded accurately in the HRMS portal. If you are proceeding on leave or working from home beyond the paid maternity leave as per the prevailing laws, you need to get special approval from the immediate reporting manager and HR team. If the employee does not have sufficient leave balance, the leave shall be considered leave without pay.
- Maternity leave is not encashable in any manner. Maternity leave shall not be allowed for more than 2 occasions during the services with the company. A maternity leave once taken will not be given the next time until a period of 2 years. Employees should submit the fitness certificate to HR, post maternity leave.
- The maternity leave will start from the day employee will formally go on leave, after the consumption of maternity leave, Privilege leave and/or LWP will be adjusted, however that will be at the discretion of the Organization.
- During maternity leaves there will not be any accumulation of PL.

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- No other benefits including food coupons and any kind of bonus will be extended during Maternity Leave which are directly linked to coming to the office.
- Appraisal cycle will be counted from the date of rejoining.
- The official credentials will be disabled during maternity leave and will be enabled upon the re-joining date due to security reasons.
- Organization, upon discretion will request employee to start the maternity leaves early before planned date after considering leave patterns due to pregnancy complications / or due to business decisions.

### **8.0.4 Miscarriage Leave:**

In case of miscarriage/medical termination of pregnancy under medical advice, the female employees shall be entitled to apply for leave of a maximum of 45 days which may be certified as necessary by the Medical Practitioner. This will, however, be permitted only twice during the services with the organization. Additional Miscarriage Leave: Miscarriage leave can be extended basis on the employees' needs. She can avail of PLs as per the available leave balance. If leaves are not available, then the remaining days will be treated as a leave without pay (inclusive of weekly offs). All such leaves should be approved by the Manager and intimated to HR.

**Process:** The employee shall submit the application for the leave in HRMS, along with a copy of the medical practitioner certificate.

### **8.0.5 Child Adoption Leave:**

All permanent female employees who legally adopt a child below the age of three months or a commissioning mother (means a biological mother who uses her egg to create an embryo to be implanted in any other woman) shall be entitled to maternity benefits for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother. The leaves under the category of adoption leave must be availed altogether, without breaks. be entitled to apply for leave of a maximum of 45 days which may be certified as necessary by the Medical Practitioner. This will, however, be permitted only twice during the services with the organization.

**Process:** The employee shall submit the application at least four months in advance before the commencement of the leave, along with a copy of the Adoption certificate, to his/her manager with a copy to HR team.

### **8.0.6 Paternity Leaves:**

#### **Eligibility:**

Paternity Leave is designed to help the male employee take time off from work during the prenatal/ postnatal stage of his child. All permanent male employees shall be entitled to Paternity Leave up to 3 working days.

#### **Process:**

- The male employee shall submit the application at least one month in advance, along with a certificate from the doctor specifying the expected date of delivery, to his manager with a copy to HR team.
- The concerned employee can avail paternity leave for any 3 days between "Birthdate -3 to "Birthdate + 3" days, complying with other clauses of paternity leave. The leave must be fully consumed within five days of childbirth.
- Paternity leave cannot be accrued, carried forward or encashed.
- Paternity leave cannot be availed for more than 2 occasions during the services with the Organization. This leave can be availed in combination with Privileged leaves.

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### **8.0.7 Bereavement Leave:**

- This leave is provided to spend time with the family during the time of bereavement of the family members.
- 3 days of paid leave will be granted to the employees due to the death of an immediate family member. An immediate family member includes a Spouse, Siblings, Mother/Father-in-law, Father/Mother, Son/Daughter, Grand Parents, and Sister. Brother-in-law.
- Bereavement leave of three days should be consecutive. Bereavement leave cannot be accumulated or encashed. If an employee is availing more than 3 days bereavement leaves, balance will be utilized from PL.
- Employees should inform the HR department so that BL can be credited in the tool by the HR team.

### **8.0.8 Leave Without Pay:**

- Employees can avail LWP for a minimum of 30 days to a maximum period of 90 days.
- Employee is required to exhaust his/her accrued leave balance prior to applying for LWP.
- LWP can be availed once in tenure of employment with Bhavna Corp.
- Employee must not engage in any direct or indirect commercial engagement during the period of the leave.
- If an employee resigns during the LWP period or after the LWP period, his/her last working day will be decided at the discretion of the organization.

### **8.0.9 Unauthorized Absence:**

Employees who are absent for more than 5 days without any intimation to their respective managers and HR are liable to be terminated from the services of the company. Any unauthorized absence from work will be considered as an act of indiscipline and gross misconduct.

### **8.10 Payroll Processing:**

- The HR department will maintain the record of days present, and leaves availed for each Employee. Any unaccounted absences will be treated as leave without pay. The finance department based on the above the calculation will prepare a payroll worksheet on a month-on-month basis.
- All regularization of work hours must be submitted to the HR System within 48 hrs. of the instance. Failure to do so will result in PL/LWP
- If an employee has zero leave balance, all leaves availed and week offs falling in between will be treated as leave without pay (LWP).
- E.g., if an employee has zero leave balance and he/she takes a leave on Friday and the subsequent Mondays, Saturdays, and Sundays falling in between will be treated as LWP (to be interpreted specifically based on applicable work and off days as specified by your line manager). The only exception to this clause would be a calendar holiday (as per company specified holiday list)

### **8.11 Weekend Working /Extra Payment:**

- All the weekend work should be preapproved. No extra payment for working in weekends.
- Tax will be levied as per tax slab.

## **9.0 Policy Revision:**

The policy shall be reviewed and revised every year considering the business plan, legal enactment /amendments and other social reasons which are in control of the organization.

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### **10.0 Exception Handling:**

Management reserves the right to alter/ change/ modify/ obsolete the content of the policy based on the business needs and priorities of the organization.

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