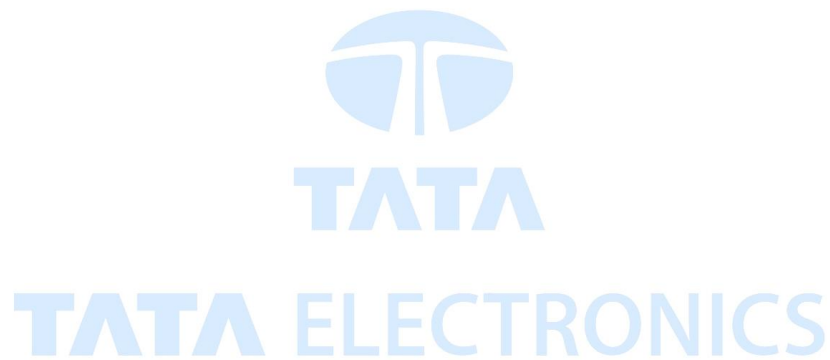


Tata Electronics Private Limited

Process and Policies Handbook

Title: Leave Policy

(Ver 1) Dated: - 18 May 2021



Leave Policy

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1. Document Issue Control

1.1. Validity

Particular	Date
Date of issue	18 May, 2021
Effective Implementation Date	18 May, 2021
Valid Till	17 May, 2022
Version	1

1.2 Sign Off:

Action	Name	Department	Date
Prepared by	Ashmeeta Chugh	HR	18 May, 2021
Reviewed by	Arijit Biswas	HR	18 May, 2021
Approved by	Ranjan Bandyopadhyay	HR	18 May, 2021

1.3 Version Tracking

Review / Amendment Log				Change recommended by	Change reviewed by	Change approved by
Version	Modification date	Section	Brief description of Change / Review (Performed by – Details)			
1	01.04.2021	-	Initial Release	-	Arijit Biswas	Ranjan Bandyopadhyay

2. Purpose:

- ✓ This policy defines leave entitlement, availing process, accumulation, and encashment options for all employees. This policy also defines Time-off practices.
- ✓ The organization believes that proper usage of leave is essential for a balanced work-life. The managers will be encouraged to plan leave periods with their team so that proper leave utilization can take place without impacting production.

3. Scope and Effective Date

- ✓ All employees in the organization including interns, trainees and apprentices are covered by this policy uniformly. This policy is effective from April 01, 2021.

4. Eligibility

- ✓ Leave policy will be applicable as per the entitlements specified in the sections ahead.
- ✓ Leave year will be taken from 1st April to 31st March.
- ✓ All leaves can be taken in full day or half-day only. Hourly leaves/ Time-Offs are not permissible at the moment.
- ✓ Weekly Off Days and National Holidays will not count in Leave period.
- ✓ Leaves, where applicable, will be prorated on joining in the middle of the year.

5. Earned Leave

#	Particular	Details
a)	Entitlement	<ul style="list-style-type: none"> ✓ All Employees (excluding trainees and interns) will be eligible for 24 days max earned leave (EL) in a year. ✓ This will be added in instalments of Two Days after completion of each month of work.
b)	Mode of availing	<ul style="list-style-type: none"> ✓ Employees cannot avail EL during the notice period. ✓ While on leave, no employee can resign from the services of the company. ✓ Employees are advised to apply for the EL in advance (preferably one week prior to availing the leave, where possible) ✓ EL should be approved by the reporting manager (whether on email or on leave management system) before availing.
c)	Accumulation and carry forward	<ul style="list-style-type: none"> ✓ EL can be accumulated to the maximum of 90 days, with a maximum of 10 days carry over from each year.

- ✓ For inter-group transfer, the employee from a Tata organization, if s/he so chooses can transfer the Earned Leaves (EL) to TEPL.
- ✓ The transferred leaves cannot be in excess of the maximum days defined.
- ✓ Days exceeding the maximum number of days will need to be encashed during settlement in previous organization.
- ✓ For transferred leave, the previous company will pay the amount of encashment to TEPL.
- ✓ Maximum EL that can be accumulated is 90 days, during the first 15 years of continuous service with Tata Group and 120 days for continuous service exceeding 15 years.

d)

Encashment

- ✓ Unused EL at the end of year will be donated to Leave Bank and will not be encashed. This is to encourage employees maintain proper work-life balance and take leaves.
- ✓ On separation, the total accumulated EL, subject to the cap of 90 / 120 days as mentioned above, may be encashed.
- ✓ Formula for encashment: Current Monthly Basic at the time of separation/26 x No. of days (of encashment)

6. Sick Leave

#	Particular	Details
a)	Entitlement	<ul style="list-style-type: none"> ✓ All Employees/ interns/ apprentice/ GETs/ PGTs/ DETs/TTs will be eligible for 10 days of Sick Leave (SL) in a year. ✓ This will be available to the employee in the beginning of the year. ✓ Sick leave needs to be utilised only for medical reasons for self, and can also be used for care-giving to dependents who need medical attention. ✓ Prorated SL will be added for new joining employee during the course of leave year. ✓ In case of an emergency, where it is not possible to give prior intimation, the concerned manager should be informed as soon as possible.
b)	Mode of availing	<ul style="list-style-type: none"> ✓ SL can be availed for a minimum of half day. ✓ SL of more than three consecutive days will need a wellness / medical certificate from a registered medical practitioner.
c)	Accumulation and carry forward	<ul style="list-style-type: none"> ✓ A maximum of 7 days can carry over to the next year. ✓ Sick Leave can be accumulated to the maximum of 40 days. ✓ Sick Leave beyond that will be donated to the Leave Bank. ✓ For intergroup Transfers Sick Leave to the maximum of 40 days can be transferred to TEPL.
d)	Encashment	<ul style="list-style-type: none"> ✓ cannot be encashed.

7. Casual Leave

#	Particular	Details
a)	Entitlement	<ul style="list-style-type: none"> ✓ All Employees (excluding interns / trainees / apprentices) will be eligible to 7 days of Casual Leave (CL) in a year. ✓ This leave can be availed to address any personal requirement which is ad-hoc in nature. ✓ This will be added in advance in the beginning of the year. ✓ Prorated CL will be added for new joining employee during the course of leave year. ✓ In addition, each employee will be eligible to 1 day of Casual Leave to celebrate special occasions like birthday (of self or any family member), marriage anniversary etc.
b)	Mode of availing	<ul style="list-style-type: none"> ✓ CL can be availed for minimum half day and maximum 3 days at one instance.
c)	Accumulation and carry forward	<ul style="list-style-type: none"> ✓ CL cannot be carried forward or accumulated.
d)	Encashment	<ul style="list-style-type: none"> ✓ CL cannot be encashed. Unused CL will lapse at the end of the year.

8. Maternity Leave

#	Particular	Details
a)	Entitlement	<ul style="list-style-type: none"> ✓ All Female Employees (excluding interns/ apprentices/ GETs/ PGTs/ DETs) will be eligible to Maternity leave. ✓ Women employees of the organization are eligible for maternity leave and benefits as per the Maternity Benefit Amendment Act 2017.
b)	Mode of availing	<p><u>A) In case of maternity:</u></p> <ul style="list-style-type: none"> ✓ 26 weeks of paid maternity leave for up to 2 children only. Out of the 26 weeks, upto 8 weeks can be taken as prenatal leave (i.e. taken before the date of expected delivery).

B) In case of miscarriage or medical termination pregnancy (MTP):

- ✓ A woman employee can avail leave up to a maximum of 6 weeks, immediately following the date of miscarriage or MTP.
- ✓ To avail this leave, the employee will have to submit a medical certificate from a certified medical practitioner.

C) Leave for Tubectomy Operation:

- ✓ A woman employee will be entitled to 2 weeks of paid maternity benefits, immediately following the day of the tubectomy operation (on production of medical proof).

D) Leave for Commissioning Mothers:

- ✓ A women employee who uses a surrogate to bear a child, will be eligible for this leave to take care of the child.
- ✓ Employee can avail 12 weeks of paid maternity benefits from the date of handover of child.

E) Leave for illness arising out pregnancy/ delivery/ premature birth/ miscarriage/ MTP or tubectomy operation:

- ✓ A woman employee suffering from illness arising out of any of the above, will be entitled to additional maternity leave upto a maximum of one month (on production of medical proof).

c) Accumulation and carry forward

- ✓ Maternity leave cannot be carried forward or accumulated.

d) Encashment

- ✓ Maternity leave cannot be encashed.

9. Paternity Leave

#	Particular	Details
a)	Entitlement	✓ All Male Employees (excluding interns/ apprentices/ trainees) will be eligible for three (3) weeks of paternity leave.
b)	Mode of availing	✓ The paternity leave must be availed in minimum block of 1 week.

		<ul style="list-style-type: none"> ✓ The paternity leave should be availed within six months from the date of birth of child. ✓ The leave will be applicable for two occasions only (including the case of an adopted child) during the employee's tenure in the organization.
c)	Accumulation and carry forward	<ul style="list-style-type: none"> ✓ Cannot be carried forward or accumulated
d)	Encashment	<ul style="list-style-type: none"> ✓ Cannot be encashed

10. Adoption Leave

#	Particular	Details
a)	Entitlement	<ul style="list-style-type: none"> ✓ All Employees (excluding interns/ apprentices/ trainees) who adopt a child will be eligible for adoption leave to take care of the child. ✓ Women employees legally adopting a child below the age of 3 months, will be entitled to adoption leave (AL) for a period of 12 weeks, from the date of handover of child. ✓ Women employees legally adopting a child older than 3 months and upto 5 years of age, will be entitled to adoption leave for one month, from the date of handover of child. ✓ Male employees will be eligible for Adoption Leave of one Month, for legally adopting a child upto 5 years of age, from the date of handover of child. ✓ If both husband and wife are employees of TEPL, they will be entitled to spread their one month of adoption leave.
b)	Mode of availing	<ul style="list-style-type: none"> ✓ Leave can be availed on submission of adoption papers. ✓ This can be taken only twice in the service period.
c)	Accumulation and carry forward	<ul style="list-style-type: none"> ✓ Cannot be carried forward or accumulated.
d)	Encashment	<ul style="list-style-type: none"> ✓ Cannot be encashed.

11.Joining/ Transfer Leave

#	Particular	Details
a)	Entitlement	<ul style="list-style-type: none"> ✓ Joining/ transfer leave is given to outstation employees (excluding interns/ apprentices/ trainees) to facilitate shifting of their family and personal belongings after joining/ transfer. ✓ Employees will be eligible for one-week of leave within first 12 months of joining/ transfer
b)	Mode of availing	<ul style="list-style-type: none"> ✓ Joining leave can be availed with HOD/ Functional head's approval. ✓ Transfer leave can be availed at new work location only.
c)	Accumulation and carry forward	<ul style="list-style-type: none"> ✓ Cannot be carried forward or accumulated
d)	Encashment	<ul style="list-style-type: none"> ✓ Cannot be encashed

12.Compensatory Leave

#	Particular	Details
a)	Entitlement	<ul style="list-style-type: none"> ✓ Compensatory leave will be given for working on Weekly Off / Festival holidays. ✓ Compensatory off will not be allowed for working late on working days. ✓ Half day compensatory offs will not be granted.
b)	Mode of availing	<ul style="list-style-type: none"> ✓ Prior written permission of concerned HOD will be required for working on weekly offs/ public holidays. The same should be submitted to HR department for records. ✓ Compensatory leave needs to be taken within following 3 days of the off-day worked, i.e. for a person working on Sunday (weekly-off day) the compensatory off should be taken within Monday/ Tuesday/ Wednesday.

		✓ For availing compensatory off, the employee should take approval from their superior/ HOD under intimation to HR
c)	Accumulation and carry forward	✓ Cannot be carried forward or accumulated.
d)	Encashment	✓ Cannot be encashed.

13. Combination

- ✓ Earned Leave (EL) cannot be combined with Casual Leave (CL) or Sick Leave (SL) without prior approval, or under exigency.

14. Other Leave

- ✓ A paid Time-Off (PTO) of One day a month will be given to intern/ apprentices/ TTs/ GETs/ PGTs/ DETs / MTs. This can be accumulated till end of the year.
- ✓ PTO will be added after completion of each calendar month.
- ✓ A paid Nursing Break (NB) of 30 minutes every four hours will be given to nursing mothers who will bring their children to the factory nursery/crèche.
- ✓ Unpaid Study Leave for Two Years may be allowed for employees who has served for two years or more in the organization on submission of proof of admission. Such leave will be treated as Leave without Pay (LWP).
- ✓ Bereavement Leave for up to a week may be allowed for employees in case of bereavement of immediate family members (parents, parents-in-law, spouse or children).
- ✓ An employee will be eligible for unpaid Sabbatical of 6 months – 1 year, every ten years of service. An employee can only avail of sabbatical twice in his service period.
- ✓ Continuity of service will be subject to 12 months of work post the employee resuming office after Study Leave or Sabbatical.

15. Leave Bank

A Leave Bank will be set up to help employees with paid leave during medical or other exigencies.

- ✓ The Leave Bank will be replenished by Leave every year as mentioned in the provisions above.
- ✓ A committee drawn from Workmen representative, HR and Management will review cases once a month and decide on its merit.
- ✓ Paid leaves will be given in tranches of 7 days or more.
- ✓ While an employee can apply for extension of paid leave, he may not apply on two separate occasions to the Leave Bank within 6 months.
- ✓ On medical emergencies and for other justified cases, HR can allow employees to take paid Leave from Leave Bank.

16. Leave Application Process

- ✓ Leave needs to be approved beforehand, or else immediately on joining back. Any unapproved absence will not be processed in payroll
- ✓ Prior intimation to the reporting manager should be given and due approvals need to be taken before proceeding for leave
- ✓ All leave applications need to be documented via email/ google forms or submitted online through the Leave Management System/ ZOHO where they will be approved/ rejected by the reporting manager (*subject to system automation*)

17. Leave Balance

Note: This section will be applicable subject to system automation

- ✓ An employee can view their leave balance online by accessing the 'Leave Management System'. The leave granted to an employee in the LAMS must always reflect in their timesheet.
- ✓ Any leave taken over and above the employee's eligibility, will be treated as leave without pay and the necessary deductions will be made in the payroll.
- ✓ Salary deduction on account of negative leave balance will be calculated on latest compensation.

18. Notice Period

- ✓ No leaves apart from Sick Leave and Casual Leave will be allowed in the Notice Period on account of personal exigencies/ sickness etc.
- ✓ If the employee is not able to serve the notice period, he/ she can adjust the earned leave balance to shorten the notice period. This is subject to approval from HOD and HR (*Refer Exit Policy*)

19. Exceptions

- ✓ In exceptional cases, HR may approve Leave Without Pay (LWP) to employees for meeting exigencies
- ✓ For exigencies like in a Pandemic, temporary paid leave types like Quarantine Leave (QL) can be deployed. Such leaves cannot be applied for and employees will be asked to proceed on such leaves for safeguarding organizational health.
- ✓ All exceptions/ deviations to the leave provisions specified in this policy, will require the approval of the employee's HOD and CHRO

20. Annual Holiday

- ✓ A Holiday Calendar will be published by the organization in the beginning of the year in January delineating the Annual Holidays (SH). An employee is eligible to 11 (Eleven) Holidays every year.
- ✓ Holiday Calendar of the year is attached

21. Terms and Conditions

- ✓ In the event of unauthorised absence for more than 7 days, the employee shall be considered as absconding. In case the employee continues to be absconding for 30 days or more, the company will initiate appropriate disciplinary action against the employee (*Refer Exit Policy*)
- ✓ No pay will be processed for absconding employees
- ✓ The company reserves the right to refuse, postpone, revoke or curtail leave as exigencies of the company's work may require
- ✓ While leaves will be granted in good faith, a select few cases will be randomly scrutinized. Falsifying facts will be taken as a very serious misdemeanour.

- ✓ Irregularity in calculating/ assigning leave from Leave Bank will bring in strictest disciplinary measures

22. References

- ✓ Working Hours Policy
- ✓ Exit Policy

23. Abbreviations

EL	Earned Leave
SL	Sick Leave
CL	Casual Leave
GET	Graduate Engineer Trainee
PGT	Post-Graduate Trainee
DET	Diploma Engineer Trainees
SH	Statutory Holiday
LAMS	Leave and Attendance Management System
MTP	Medical Termination of Pregnancy
LWP	Leave without Pay
TO	Time – Off
AL	Adoption Leave
NB	Nursing Bank
HR	Human Resources
CHRO	Chief Human Resources Official
HOD	Head of Department

TEPL

Tata Electronics Pvt. Ltd.

24. Key Roles and Responsibilities – RACI Matrix

#	Activity	Responsible	Accountable	Informed	Consulted
1	Leave application	Employee	Reporting Manager	Human Resource	Human Resource
2	Leave approval	Reporting Manager	HOD/ Functional Head	Employee	Human Resource
3	Update Timesheet	Employee	Reporting Manager	Human Resource	Human Resource

25. Leave entitlement summary

Leave Type	Accumulation and Carry Forward	Encashment
Earned Leave	√	√
Sick Leave	√	X
Casual Leave	X	X
Maternity Leave	NA	NA
Paternity Leave	NA	NA
Adoption Leave	NA	NA
Joining/ Transfer Leave	X	X
Compensatory Leave	X	X