

Smart World Developers Private Limited	Leave Policy	HR Policy - 01
--	--------------	----------------

Leave Policy

Date	Prepared by	Approved by
01-Feb-21	HR	COO
16-Nov-21	HR	CEO

LEAVE POLICY

1. Objective

This leave policy aims at creating and maintaining a balanced work schedule for its employees and promoting a better quality of life. Smart World Developers Private Limited recognizes the importance of supporting its employees in a way which promotes positive, productive & safe working environments as well as a healthy work life balance. Company respects employees' need for leave and time away from work for rest, recreation and personal engagements.

2. Scope and Eligibility

This policy applies to all on roll employees (either on probation or confirmed) of Smart World developers private limited including retainers, trainees, & apprentices .

3. Leave Entitlements (to be counted in financial year)

A. Earned Leave

- All employees are entitled to 21 days of Earned Leave during a financial year.
- The leave calculation shall be done on a financial year basis from **April to March**.
- If the employee joins or exits during the year, the leave calculation shall be done on a pro-rated basis.

B. Casual Leave

- All employees are entitled for 12 days of casual leave during a financial year.
- The leave calculation shall be done on a financial year basis from **April to March**.
- Casual leaves will get lapsed at the end of financial year.
- CL can be availed for half days also.
- Cannot be availed for more than 3 days at stretch without prior approval from the reporting manager.

C. Public Holidays

The company understands the importance of maintaining a healthy work life balance and hence has declared to have 11 National and Public Holidays in a year for various occasions. These holidays will vary from year to year and will be communicated at the beginning of the year.

D. Compensatory Off (CO)

If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off days, he/she is eligible for Compensatory off on any other working day. The compensatory off has to be availed within a period of 15 days from the date worked. Compensatory off when not availed within the stipulated time will lapse. The employee needs to apply the same through online leave management system mentioning the day against which the same is being availed.

E. Maternity Leave (ML)

All female Employees shall be entitled for Maternity leave according to The Maternity Benefit Act Amendment 2017, if a female employee has worked for the company for over 80 days in 12 months before she takes maternity leave, she is entitled to enjoy maternity benefit. Employees could enjoy the full month of salary and welfare during maternity leave.

A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. In case where the nature of work assigned to a woman is of such nature that she may work from home, the employer may allow her to do so after availing of the maternity benefit for such period and on such conditions as the employer and the woman may mutually agree.'

- **Eligibility** : All female employees who have been a part of the organization for at least 80 days in the 12 months immediately preceding the expected date of delivery. An employee will be eligible for paid maternity leave for a period of up to a maximum of 26 weeks' maternity leave (statutory days off and holidays are included) for the first two births and 12 weeks' maternity leave (statutory days off and holidays are included) for the third birth. For this period of 26 weeks, full salary will be paid along with payroll every month. Employees who miscarry during pregnancy period shall be eligible for 6 weeks Paid leave.
- **Accumulation** :Maternity leave can be availed earliest 6 weeks preceding the date of expected delivery. ML can't be accumulated and encashed.
- **Administration**: Wherever health permits, Employees should apply for maternity leaves via online leave management system at-least two months before the period of said leave. Associate needs to get the leave application approved by her HOD and HR Department. Employee should submit the Doctors Medical certificate/Reports to HR before proceeding for maternity leave. This is essential to enable us to process salary as part of payroll each month.
- **Termination of Employment**: An employee on maternity leave may terminate her employment at any time during the period of leave by notice. An employer shall not terminate the employment of an employee on the ground of her pregnancy or of her absence on maternity leave, but otherwise the rights of an employer in relation to termination of employment are not hereby affected.

F. Paternity Leave (PTL)

Paternity leave shall be granted for a maximum of 10 days to all male employees on account of childbirth or adoption of child within 45 days of the child's birth/adoption. The same needs to apply through online leave management system.

G. Birthday Leave (BTL)

The birthday of all employees shall be a privilege holiday. All employees can take off on their birthdays to celebrate their birthdays with near and dear ones. In case of work exigency the employee is required to be present in the office on that day, then he can avail the leave within one week of his birthday. The employee needs to apply for the same through the Online Leave Management System or via email, else the same will be treated at LWP.

H. Bereavement Leave (BL)

Employees could have 5 days fully paid leave for direct relative's death (direct relatives refer to spouse, parents, children, grandparents, in-laws, siblings).

I. Occupational Injury Leave (OL)

The employee who is injured during work time shall go to nearest hospital for slight wound, report the incident to HOD and HR Department within 8 hours and fill Incident Report. For heavy casualties (acute poisoning situation included), send the Injured employee to hospital, maintain the scene, and report the situation to HOD and HR department. Concerned employee must keep the HR informed of medical status and eligibility to return to work. Injury leave will be decided by the senior management on case to case basis. In case of any extension of leave, further application should be forwarded to the HR through the concerned departmental Head.

J. Leave Procedure

- i. Leave must be applied through online Leave management system and sanction to be taken before proceeding on Leave.
- ii. Leaves will be credited on pro-rata basis at the beginning of the month
- iii. All leaves availed during the notice period (i.e from the date of resignation till last working day) will be counted at Leave without Pay.
- iv. Employees availing more than 5 working days of leave shall have to apply at least 15 days prior to the start date of leave, get the same approved from their reporting managers and HODs.
- v. In case of emergency, the employee shall inform the Reporting Manager/ HR over telephone or by any other means. The absence may be regularized by applying for the leaves post facto sanction within 3 working days of resumption of duty by the employee.
- vi. No employee shall take up any employment whether part time or otherwise or any other vocation, whatsoever, while on leave. Any misuse of leave shall be treated as misconduct.

4. Leave without pay:

- i. Employees shall be marked Leave Without Pay (LWP) in case of :
 - Negative Leave Balance
 - No Leave Balance
 - Unapproved Leave
 - Employee serving notice period.
- ii. If an employee is on unapproved leave for more than 5 working days with no intimation of his/her absence to the Reporting Manager/HOD/HR, appropriate action for abscondment of duty shall be initiated for the employee.

5. Leave accumulation and carry forward

- i. An employee is allowed accumulation of a maximum of 60 days of earned leaves during his/her tenure with the company. Leave over and above this shall lapse and will not be encashed unless a specific request for the same is recorded before March 31st.
- ii. To encourage work life balance, all employees are expected to at least avail 10 days leave every year. Therefore, from the current year's earnings of 21, upto a maximum of 11 days shall be carried forward, in case the total leave balance is below 60.

6. Leave Encashment on separation

- i. Only confirmed employees are entitled for leave encashment at the time of separation.
- ii. Employees on Probation will not be entitled for leave encashment.
- iii. Status of confirmation is subject to letter of confirmation issued and accepted by the employee.
- iv. Leave Encashment at the time of separation shall be considered with the Full & Final Settlement.
- v. Leave Encashment shall be calculated on basic Salary + HRA.
- vi. Leave balance encashment at the time of separation shall be adjusted with the shortage of notice period served (if any) at the discretion of the reporting manager and the management.

7. Leave Encashment while in service

- i. Leave encashment is not automatic. Encashment is considered only if HR receives a request for the same from the employee duly approved by the HOD with intimation to HR.
- ii. An employee can request for encashment of leaves if he/she has completed two years of service in the organization.
- iii. Leaves can be accumulated upto 60 days and employee can apply for encashment at the end of financial year

- and encashment will be done after a minimum balance of 20 days in his/her leave account.
- iv. Leave encashment shall be calculated on Basic Salary + HRA.
 - v. The amount of encashment would be paid along with the next payroll post approval and relevant deduction of tax as applicable.

8. Terms & Conditions

- i. All the above leaves shall be applied on the Leave Management System and no email/SMS/Verbal communication about the leaves shall be entertained.
- ii. Sanction/approval of leave are at the discretion of the concerned Head of the department.
- iii. Leave must be applied in the prescribed manner and obtain sanction/approval from the concerned sanctioning authority.
- iv. Unauthorized/Unsanctioned leave will be treated as absence and considered a matter of Discipline.
- v. Employee on contract would be governed by leave conditions as stated in their individual contracts.
- vi. Intervening Holidays and Weekly offs coming in between leaves will not be counted as leave.

9. Deviations /Exceptions:

- Any deviations from this policy require approval from the Management.

10. Policy Owner

The Head of HR, Smart World Developers Private Limited owns this policy.

Disclaimer on Modification/Withdrawal

This is an internal company policy and may be subject to change from time to time and without prior notice. At the sole discretion of the Management the policy can be modified in whatsoever manner, or be completely / partially withdrawn, at any time, depending on the business situation of the Company.