

LEAVE POLICY
MEDLINE INDIA
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Document Change History

Version No.	Effective Date	Owner	Author	Reviewer	Approver	Description of change
V 1.0	27-Sep-2018	HR	Kavitha Jayaraman	Milind Upasani and Ritesh Shah	Atul Devasthali	Initial Policy document.
V 1.1	04-Mar-2019	HR	Kavitha Jayaraman	Milind Upasani and Ritesh Shah	Atul Devasthali	Updated sequence of availing paid leave and LWP Leave rules for LWP.
V1.2	01-Feb-2020	HR	Sonal Mahajan	Ritesh Shah and Milind Upasani	Atul Devasthali	<ul style="list-style-type: none"> Intervening Holidays will not be considered as LWP. Removed the words “as well as informed to leaves@medline.com” from leave rules. Following tasks handed over from Admin team to HRMS Admin (HRIndia@Medline.com): <ol style="list-style-type: none"> 1. Creating quota for Maternity/Paternity leaves on request. 2. HRMS Admin will prepare monthly and annual leave reports Re-conciliation of leaves with internal system is not required after implementation of Zoho HRMS. Minor formatting changes.
V1.3	7-July-2020	HR	Sonal Mahajan	Ritesh Shah and Milind Upasani	Atul Devasthali	<ul style="list-style-type: none"> Quota for Personal Day revised from 24 days per year to 18 days per year. Introduced new leave type - Casual Leave with quota of 6 days per year. Henceforth, only unutilized PDs will be encashed. Eligibility to avail Maternity benefit clarified as 80 calendar days of employment. Added clause for working on National / State Holidays.

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Leave Policy Details

Purpose and Scope

This policy provides details on the provision of leaves and guidelines for taking time off work, process for leave requests, timeframes and reporting procedures.

Applicability

This policy is applicable to all full-time employees of Medline India.

Roles & Responsibilities

Role	Responsibility
Employee	Plan leaves well in advance and communicate with dependent teams to avoid disruptions on delivery front. Update all leaves on HRMS For Maternity or Paternity Leave employees, should inform the HR team to create the leave quota in HRMS.
Manager	Ensure that the team members apply for leaves in HRMS for days off. Approve/Reject leave applied by team members in HRMS.
HRMS Admin	Prepare leave reports monthly & annually.

Definitions:

- PD** - Personal days
- CL** - Casual Leave
- LWP** - Leave without pay
- FLT** - Floater holiday or Employee designated holidays
- ML** - Maternity Leave
- Employee** – Full time employee
- AWS** - Adjusted Work Schedule

Policy Provisions

Leave Year:

Leave accounting and encashment is done in a yearly cycle from 1st January to 31st December.

Leave Credit – Personal Days & Casual Leave:

For existing employees, leaves are credited to their leave quota in January every year.

For new joiners, who join on the 1st working day of the month, the leaves are credited on pro-rata basis including the joining month.

For new joiners joining on any day other than the 1st working day of the month, the leave will be credited on pro-rata basis from the following month.

Leaves and Holidays quota:

Personal Days – 18 leaves per year

Casual Leaves – 6 leaves per year

Holidays – 10 per year (inclusive of floater holidays)

Leave Rules

All leaves should be applied in HRMS system as soon as possible.

Intervening public holidays declared each year and weekly holiday would not be counted as leave.

In cases of leave without pay (LWP), the entire leave period will be considered as leave without pay including weekly offs falling in between the leave period. However, intervening holidays will not be considered as LWP.

Salary will be deducted for LWP from the subsequent month's payroll

PD, CL and FLT should be exhausted before applying for LWP.

For leaves duration of 5 days or more, employees should give at least four (4) weeks' notice, although Managers may accept shorter notice.

For leaves of less than five (5) working days, employees should give at least a week's notice although Managers may accept shorter notice.

PD, CL and FLT can be availed in continuation to each other.

FLT can only be availed as full day leave. It cannot be availed as half day.

Leave Encashment:**At year End:**

PDs - At end of the year all unutilized Personal Days as on 31st December will be encashed in the subsequent month.

CL and FLT - Unutilized CL and FLT will lapse at the end of the calendar year, they cannot be encashed.

At the time of Exit - If employment comes to an end during the year, either voluntarily or involuntarily, PD balance will be calculated on pro-rata basis as on the date of relieving and settled in the final settlement. In the month of leaving, if employee leaves without completion of the month, leaves for that month will not be credited.

Employees who resign and serve notice are also eligible to avail leaves during their notice period, however the notice period may be extended by the number of days leave availed.

It will be the Company's discretion whether to allow adjustment of PD, CL and/or FLT against notice period.

Guidelines on other types of Leave

Maternity Leave (ML):

Female employees who have completed 80 calendar days of employment with the organization are eligible to avail Maternity benefit. This means that Woman employee should have minimum 80 calendar days to her credit in last 12 months counting from start of maternity leave to be eligible for maternity benefits in the organization.

No pay shall be due or payable in lieu of un-availed maternity leave.

For up to 2 children

Maternity leave can be availed up to a maximum period of twenty-six weeks of which not more than eight weeks should precede the expected delivery date.

The rest of the benefits shall be in accordance to Maternity Benefit Act, 1961. These leaves cannot be accumulated or encashed.

For more than 2 children

Maternity leave can be availed up to a maximum period of twelve weeks of which not more than six weeks should precede the expected delivery date.

The rest of the benefits shall be in accordance to Maternity Benefit Act, 1961. This leave cannot be accumulated or encashed.

Leave for Miscarriage

A female employee may, on production of certificate from a registered medical practitioner, be entitled to leave with salary for a maximum period of six weeks immediately following the day of her miscarriage or voluntary termination of pregnancy due to medical reasons.

Extension of Leave for Maternity

In case any medical complication arises, the employee can avail further 1 month paid leave extension, subject to submission of medical certificate.

Any further extension to Maternity Leave shall be considered as leave without pay (LWP).

Application for Maternity Leave

In order to avail the Maternity leaves, employee is required to submit FORM-1, format given below, to HR along with a medical certificate.

Paternity Leave:

Male employee can avail 5 working days of paid leave at a stretch after the delivery of baby. This leave cannot be accumulated or encashed under any circumstances. The leave can be availed for up to two (2) children. Employees are recommended to request leave two (2) weeks in advance.

Paternity leave must be taken in one block. It can start on any day of the week on or following the child's birth but must be completed within three (3) months of the actual date of birth.

Adoption / Commissioning Leave:

Any employee who has worked for more than 80 calendar days in the Company and is commissioning or has adopted a child below the age of three months will be eligible for this leave up to a maximum period of twelve weeks. The employee can avail this leave from the day the child has been handed over to the employee. Employees are expected to submit all documents as well as birth certificate of child to HR before onset of leave. This leave cannot be accumulated or encashed.

Holidays:**Scheduled Holidays**

Medline India recognizes ten (10) holidays each year (including floater holidays), and the Company or any division within the Company, may, at its sole discretion, designate any or all of these as scheduled holidays. However, management may decide to approve alternate regional holidays or floater holidays (employee designated holidays). The list of holidays for Medline India for the calendar year changes every year & will be communicated to all employees by HR. Holidays that fall on weekends will be not counted as holidays.

Floater holidays (FLT) or Employee designated holidays

Along with declared holidays, each year Medline India may provide an opportunity for an employee to choose floater holidays. The number of floater holidays changes every year & will be communicated to all employees. Depending on the date of joining, new joiners may be restricted as to the number of floater leaves that they would be eligible for. Employee's application for FLT is subject to the approval of their Manager.

Holiday applicability during international travel

For employees travelling internationally, the holiday calendar of the country (ies) which they travel to will be applicable. India holidays falling between the international travel periods cannot be availed on a different day.

Working on National or State Holiday:

Working on a National or State holiday has to be approved by Function/Department Head or above.

If an employee is assigned to work on a National or State holiday, he/she will be eligible for Salary and AWS as per below conditions:

- i. If the employee works for full day then he/she will be eligible for one day salary and one day AWS.
- ii. If the employee works for half day, then he/she will be eligible for half day salary and half day AWS.
- iii. Employees are encouraged to avail the AWS within 14 days of working on a National / State holiday.

Absence from Duty:

When an employee is absent from duty without prior approval or intimation, those day(s) will be treated as leave without pay. The respective Manager or HR will seek formal explanation from the employee for his/her absence before assigning any work on his/her return.

Disciplinary procedure may be initiated against an employee who provides false or unsatisfactory explanation for unauthorized absence or is a habitual absentee. The severity of the disciplinary procedure will depend on the circumstances of the instance and may vary from case to case.

Unapproved absence for 3 or more consecutive working days will be considered as voluntary abandonment of duty by the employee and the company will initiate absconding process for the employee.

Form 1
[See Rule 3]
Notice Under Section 6 of the Maternity Benefit Act of 1961

To,
The HR Manager,
Medline Industries India Private Ltd.,
Bhalerao Towers, 4th Floor, CTS 1669-1670,
Behind Hotel Pride, Shivaji Nagar,
Pune - 411005

I _____ wife/daughter of _____ employed
as _____ at _____ hereby give you notice
that, I expect to be confined within six weeks from the date of this notice and shall be absent from work
from _____ (dd/mm/yyyy) /have given birth to a child on _____ (dd/mm/yyyy).

The maternity benefit and any other amount to which I am entitled under the provision of the maternity
benefit act, 1961, may be paid to me.

I shall not work in any establishment during the period for which I received maternity benefit.

Date: _____

Signature: _____

Affix thumb impression.