

VACATION, HOLIDAYS, SICK LEAVE AND OTHER LEAVES

Leave

1. *Privilege Leave (PL)*

Entitlement:

All employees will be entitled for leaves. All employees are entitled for 30 days of leave during every completed year of service. This translates into 2.5 days for every completed month of service.

PL of all employees are computed and added to the leave balance on the last day every month.

PL Leave should be availed of with the prior consent of the HOD/Manager keeping business schedules and commitments on priority. Minimum numbers of days that can be availed under PL is 0.5 day and a Maximum of 15 days at a length continuously.

There may be exception to the maximum length rule due to ill health or due to any unforeseen circumstances and with prior approval of the HOD an employee can avail PL in excess of 15 days at a length continuously. In case of ill health and unforeseen circumstances it will be the duty of the employee to inform the person in charge of attendance the number of days of PL availed on resuming duty, with the relevant approval.

Vacation Leave is meant for utilization. An employee can accrue a total of not over 36 days. Any leave in excess of 36 days will automatically lapse.

PL will be credited to an employee account at the beginning of every 6 months (half yearly i.e. April & Oct of each FY year). W.E.F. 1st Oct 2015 all employees (who are confirmed) will get a credit of 15 days leave (for the period Oct 2015 to March 2016) – these will be called regular leaves.

Old Employees having leave credits as on 1st Oct 2015 will have time till 30th Sept 2017 to use their existing leaves failing which the same would lapse (called pool leave). So till 30th Sept 2017 we will have 2 categories of leaves – regular & pool (for old employees). For all new employees hired post July 2015 will have only one type of leave regular leaves. When taking leaves an employee (especially the old employee who has pool leave available with them to be utilized till 30th Sept 2017) should be given an option to choose which leaves they would like to opt for (pool leave or regular leave)

An employee can avail PL at max for 7 occasions during the year. Max no of PL one can apply is 15 days at a stretch

An employee is encouraged to avail leave during the year to enhance their performance & take break from their routine activities. An employee is mandated to go on 15 days PL in a year compulsory

Encashment:

Leave is an entitlement to ensure that employees get adequate break from work for rest, recreation and ensure healthy work-life balance. Therefore, any unutilized leave will lapse, and there is no provision for receiving cash in lieu, at any time.

2. Maternity Leave

Every female employee of the company shall be entitled to Maternity Leave as per Maternity Benefit Act 1961 (12 weeks)

The employee shall not take up any employment during the period of maternity leave. All other terms and conditions of this leave will be applicable as per the provisions of the Maternity Benefit Act, 1961.

Maternity leave needs to be sanctioned by the Department Head in due consultation with Human Resources., and the leave application should be supported along with a Medical Certificate issued by a registered medical practitioner.

3. Compensatory Off (CO)

The company as a policy does not entertain compensatory offs to its employees. But an employee is entitled to claim a compensatory off in case he/she has been working (for business purpose) on Sunday's and/or declared Public holidays. A compensatory off can be granted to an employee with written approval from his respective Manager and HOD. All compensatory offs so approved have to be utilized within a period of 15 days from the date of sanction failing which the same will lapse.

4. Paternity Leave:

Paternity leave will be granted to a max. of 05 working days. Prior approval from the manager / HOD is necessary in this case. Only confirmed employees are eligible.

5. General Guidelines

Going forward leave calendar will be FY (i.e. April to March) as against the present calendar year (i.e. Jan to Dec)

New joinees will not be entitled leaves during their probation period. But leaves for the period of probation will be accumulated & credited to their account on confirmation. Leaves will be calculated on pro rata basis from DoJ

Employee will not be entitled for leaves during notice period. All leaves during notice period will be treated as LWP or employee will have to extend their last date based on the no of leaves availed during the notice period. Decision for availing LWP or extension of notice period should be taken prior to availing leaves with a written consent form HR. Exception to this case is medical / emergency leaves which have to be duly approved by HOD & HR with relevant proof submission

No LWP can be undertaken if there are leaves balance available with employee – exception is leave during notice period.

For sandwich holidays an employee should be present one day preceding the holiday or one day post such holidays. Example an employee wants to avail PL from Monday, he should be present on Friday last to ensure that Sat and Sun be considered working for him & vice versa (List of public holidays as sanctioned by the Company from time to time & weekly off like Saturdays & Sundays intervening during PL cannot be adjusted against PL).

Special leave approvals are subject to Management discretion only. All such special leave approvals are to be approved by respective HOD, CFO or CEO & HR together & relevant proofs to be submitted to avail special leaves

Any leave adjustment against notice period will be at Management discretion only & subject to Management approvals

Any employee proceeding on leave has to obtain prior written sanction of the reporting authority. In case an employee is unable to report for work due to sickness or due to any other reasons an intimation must be made to the attendance in charge or their reporting authority.

Employees are expected to take due care in availing leave in order to ensure smooth business operations / activities in their absence. Employees having email must leave an 'out of office' message in their mailboxes with contact details of who should he matter be redirected to in their absence.

Management holds the right to amend / modify / revise / reduce or delete any clause in the above-mentioned guidelines.

Due to exigencies of work an employee may be recalled from leave. In case if an employee is not in town at the time the recall occurs then in such an event all expenses for the period from the date he/she starts from the station of leave till the date of reaching the office and resuming duty will be borne by the company and depending upon the case of emergency he/she and immediate family traveling with him / her will be reimbursed actual Train/Air fares as per the Company travel policy. The decision to recall an employee from approved leave has to have the concurrence of

the relevant HOD & CFO. Once the employee is in town of service he/she will be considered on duty.

Employees should be contactable while on leave. To facilitate this it is the duty of the employee to leave their contact numbers with his immediate supervisor for emergency situations.

For unauthorized leave or overstay of sanctioned leave, the employee will lose lien on their appointment and will be assumed to have voluntarily abandoned their service. The employee can be terminated immediately.

The employee's supervisor should approve planned leave as far as possible in advance. In absence of the same, then they should apply for Leave as soon as possible. Repeated violation of the attendance requirement will lead to disciplinary action against the employee.

An employee cannot avail of any leave during their notice period. Any leave availed, will be considered as leave without pay. Only in case of unforeseen circumstances or due to ill health with prior approval from HOD and CFO (both) will an employee be entitled to take leave during notice period.

All leaves during the probation period will be treated as leave without pay. On completion of successful probation an employee will be entitled for leave on pro rata basis as per his applicability.

Public holidays and weekly holidays falling in between leave dates will not be included in the leave days

6. Leave planning

All employees are advised to plan their vacations & leaves well in advance. Employees are advised to plan their leaves on Quarterly basis & submit their approved leave plans along with sanctioned leave application forms to HR team accordingly (we are not accepting leave form). This is a broadly indicative leave plan and specific leave dates could vary depending on the situation. However, any major deviations from the leave plan need to be communicated. RM should ensure that they enforce this rule within their respective team members for better control & supervision