

## RealPage India Leave Policy

Leaves are provided to all active full-time, regular teammates of RealPage. The duration considered for calculations / credit / deduction of leaves would be a calendar year (January to December).

These leaves are provided to a teammate to ensure they can plan to create a work life balance in line with their personal needs.

They are:

Leave Type	Eligibility	Waiting Period	Entitlement	Parameters
Earned Leaves (EL)	Eligibility to use/ encash the leaves will be after completion of eight (8) months of service.	Accrual will start from the date of joining on prorata basis	15 days per calendar year at the rate of 1.25 days per month, for all the teammates joining on or before 25 <sup>th</sup> of any month.	Teammates can accumulate maximum of sixty (60) EL's. If EL accumulation is more than 60 ELs, and not used or encashed in that year then EL's over and above 60 will lapse at the end of each calendar year. EL Encashment – Teammate can encash maximum of 8 ELs in a calendar year. Management will notify biannual encashment window each year to exercise this option, ideally during June and December. ELs are encashed for basic salary only.
Sick Leave (SL)	Eligibility for all employees to use on need basis	None	12 days per calendar year at the rate of 1 day per month, accrued at the commencement of the year. Teammates joining during the year will get prorated number of SLs	Any teammate availing 3 (three) or more days of SL at a time will have to submit valid medical documents supporting the request submitted.  Carry Forward is not available. Unutilized SLs will expire on 31st Dec, each year.
Casual Leave (CL)	Eligibility for all employees to use on need basis	None	12 days per calendar year at the rate of 1 day per month, accrued at the commencement of the year. Teammates joining during the year will get prorated number of SLs	Any teammate must provide a min of seven (7) days of notice before availing CL.  Carry Forward is not available, unutilized CLs will expire on 31st Dec, each year.
Maternity Leave (ML)	Women employees who have been on the rolls of the company for a minimum of 80 days	80 Days	Up to 26 weeks of paid leave, including intervening weekends and Public Holidays.	Not more than 8 weeks can precede the date of delivery/expected date of delivery.
Medical Termination of Pregnancy (MTP)	Women employees who have been on the rolls of the company for a minimum of 80 days	80 Days	Up to a maximum of 6 weeks of paid leave, including intervening weekends and Public Holidays.	Carry Forward is not available, unutilized leaves will expire on 31st Dec, each year.

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Tubectomy Leave (ML-B)	Women employees who have been on the rolls of the company for a minimum of 80 days	80 Days	14 calendar days with pay, immediately following the day of her tubectomy operation.	Carry Forward is not available, unutilized leaves will expire on 31st Dec, each year.
Paternity Leave (PL)	Male employees who have been on the rolls of the company for a minimum of 80 days	80 Days	5 working days, within 6 months of birth of the child.	Carry Forward is not available, unutilized leaves will expire on 31st Dec, each year.
Bereavement Leave (BL)	Eligibility for all employees to use on need basis	None	3 Working days for the bereavement of an immediate family member who includes spouse, children, mother, father, brother, sister and parents-in-law.	Carry Forward is not available, unutilized leaves will expire on 31st Dec, each year.
Time off to appear before courts of law or law enforcement authorities	Eligibility for all employees to use on need basis	None	Need based	<p>When a teammate is an accused or a defendant in any case filed before any court/tribunal or is the complainant or subpoenaed witness in any court/tribunal and is required to be absent from work in connection with that case, the teammate must inform his/her reporting manager/supervisor and HRBP in writing immediately upon notice of a requirement to appear in connection with the case or at least one week prior to the appearance.</p> <p>To take time off for this reason, Teammate can use available CL/ELs.</p>
Time off to vote.	Eligibility for all employees to use on need basis	None	Need based	<p>RealPage always encourages all eligible teammates to exercise their valuable right to vote whenever there are elections, suggest even critical function division teammates to vote either in early voting where available or make it convenient some reasonable time out of regularly assigned work hours at the end.</p> <p>As per the announcement of election commission schedules and special notifications, if any, from statutory authorities, the Human Resources Department would notify all teammates whether they will be provided with paid holiday or time off to vote as required</p>

### Procedure to avail leave.

A teammate must receive prior approval from the appropriate manager for any leave request. However, in extreme situations where prior approval cannot be obtained, the teammate must inform his/her manager of the absence by email as soon as possible. Absence from work without prior approval and/or reasonable justification may lead to loss of pay and/or disciplinary action at

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the discretion of Management. A teammate must submit time off in a timely manner which is within 3 days from the leave availed.

### Procedure for Leave application in the HRMS portal

- All Teammates must use the HRMS portal for leave application.
- Leaves applied via email, or any other tools will not be considered as a leave application on the leave portal.
- Teammates to select appropriate leave type and submit documents wherever necessary.
- Teammates to plan leaves and give appropriate notice, as mentioned in the policy, to avoid any impact on business/deliverables.
- The onus is on manager to approve leaves in-time; all unapproved leaves, on the portal, will be deemed as approved after 3 working days of submission.

[Click here to access: Leave Portal](#)

### Leave without pay.

The following will qualify as Leave with Loss of Pay:

- Leave availed more than permissible limits.
- Leave availed without prior approval and reasonable justification for the same.
- In cases of gross misuse of time off option.

### Calculation of leave on separation

In the event of teammate leaving the Company, none of the leaves will be adjusted against the notice period. Earned Leave will be credited up to the date of separation from RealPage. The accrued and unused Earned Leave in the teammate's credit would be encashed on basic pay.

### Exception Approvals:

Any exception to this policy should be approved by the Head of HR.

**Note:** Management has the right to deny requested/approved leave at any time, for the business needs of the organization. Management reserves the right to revise this policy at any time with proper notification to the teammates.