

## LEAVE POLICY

| Document History |                     |                                 |
|------------------|---------------------|---------------------------------|
| Policy Version   | Policy Distribution | Effective Date and Revision     |
| 4.0              | All Members         | 4 <sup>th</sup> October 2022    |
|                  |                     | 6 <sup>th</sup> March 2023      |
|                  |                     | 16 <sup>th</sup> September 2023 |
|                  |                     | 6 <sup>th</sup> January 2024    |

### INTRODUCTION:

Physics Wallah believes that members should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Company encourages all members to spend time with family for leisure, taking care of personal work, or rest due to medical reasons. The policy outlines the applicability, rules and procedures with regard to consumption and approval of leave.

### OBJECTIVE:

This policy provides the members of Physics Wallah with time to rejuvenate themselves, reduce the stress of work, balance their work & personal lives, and recover from illness. Members need to use Darwin Box for applying below mentioned leaves as per terms and conditions mentioned in the Company Policy.

### LEAVE TYPES:

|    |   |                         |    |   |                           |
|----|---|-------------------------|----|---|---------------------------|
| EL | - | Earned Privileged Leave | ML | - | Maternity Leave           |
| PL | - | Paternity Leave         | UL | - | Unpaid Leave              |
| CO | - | Compensatory Off        | WL | - | Wedding Leave             |
| BL | - | Birthday Leave          | FC | - | Female Special Care Leave |

|                    | EL             | WL          | ML   | BL          | PL   | FC   |
|--------------------|----------------|-------------|--|-------------|--|--|
| <b>Eligibility</b> | All Members.   | All Members | Female members according to provisions of Maternity Benefit Act (For first 2 children) | All Members | All male Members.<br>- 4 Days falling immediately before/after / during birth of child. (For first 2 Children) | All female members   |
| <b>Entitlement</b> | 2 EL Per Month | 3 Days      | 180 Days   | 1 Day       | 4 Days   | Only 1 leave each month (will lapse every month if unconsumed) |

|                         |   |                             |   |                            |   |   |
|-------------------------|---|-----------------------------|---|----------------------------|---|---|
| <b>Purpose / Nature</b> | All Purpose Leave.                        | For member's self-marriage. | For pre & post-natal care during pregnancy & confinement. | For members Self Birthday. | For taking care of matters pertaining to birth of new born. | For taking care and proper rest during their menstrual cycle. |
| <b>Encashment</b>       | Maximum 8 Leaves can be encashed          | Not Applicable              | Not Applicable  | Not Applicable             | Not Applicable  | Not Applicable  |
| <b>Accumulation</b>     | Maximum 8 leaves can be carried forwarded | Not Applicable              | Not Applicable  | Not Applicable             | Not Applicable  | Not Applicable  |

**Note: To Avail Wedding Leave, Paternity Leave and Maternity Leave your gender and marital status should be updated.**

- **Compensatory Off:** Comp-off will be credited to only those members who have worked on a paid holiday or week-off.  
Members must make sure that you mark your attendance through Darwin Box on the same day and get it approved by Reporting manager to add Comp-off leave to your Comp-Off Balance on Darwin Box. Please refer to the below mentioned links to know how to mark attendance:

- ✓ [Click Here to See how to mark attendance for members who work from home or work in hybrid mode](#)
- ✓ [Click Here to see how to mark attendance for members who are working from specific locations \(Vidyapeeth/Pathshala/Corporate Office/Branch Office/ Studio,Etc\)](#)
- ✓ [Click here to see how to mark backdated attendance](#)

**Please note:** Members will not be able to mark backdated attendance on Paid Holidays or Week offs via Darwin Box. Kindly make sure that you mark your attendance on the same working day.

**You can regularize any pending attendance within 7 days only.**

- The Reporting Managers can approve/reject the Comp-off Requests by following the below mentioned steps: “Log in to DarwinBox >Open **Task Box**> select **Overtime/Comp-Off Request**> **Approve/Reject.**”
- Once Reporting Manager approves members Comp-Off request, Member's comp-off leave will be added to member's Comp Off balance which will be visible in the Leave tab of DarwinBox. You can follow these steps to see comp off balance: “Log in to DarwinBox > On your dashboard select “**Leave**” Tab> Check out “**Comp Off**” to know Leave balance.”
- You can refer to link mentioned ahead to see how to mark leaves. [Click Here to see how to mark Leave](#)

- **Earned Leave Encashment:** Earned Leave will be automatically encashed at the end of the financial year according to conditions mentioned below.
  - At the end of financial year, according to the earned leave balance
    1. Up to 8 EL will be carried forward.
    2. After removing Carried forward leaves, from remaining balance up to 8 leaves will be encashed.
    3. After removing carried forward and encashed leave, all remaining earned leave will lapse.
  - For Example:
    1. If a member has 20 EL, then 8 leaves will be carried forward, 8 leaves will be encashed and remaining 4 leaves will be lapsed.
    2. If member has 12 EL, then 8 leaves will be carried forward and 4 leaves will be encashed.
    3. If member has 7 EL, then all 7 leaves will be carried forward.
  - **Special Notes:**
    1. The encashment amount will be calculated on basic component of the CTC for members.
    2. For Consultants, 40% of earned gross will be provided for leave encashment.
    3. Members who have “No work pattern” or “single punch” shift assigned in attendance module of DarwinBox will not be eligible for Leave encashment.
    4. Trainees and Interns are not eligible for Leave encashment.
    5. For Members who resigned in middle of the financial year, Earned leaves up to 8 leaves will be encashed accordingly.

## GENERAL REGULATIONS:

Leaves are offered as a privilege to Members to maintain work life balance hence before availing leaves Member should ensure that there is nil impact on department and other relevant work. Members should avail leave/s with prior permission of reporting manager always at least 1 week in advance. Leave/s availed without permission will be considered as a wrong practice and those days will be marked as UL/Absent.

- **Effective from 1st October 2023**, any new member(except interns) joining the company will be able to utilize only **1 Earned Leave (EL) per month during their probation period**. After successful completion of the probation period, from their date of confirmation they will then be eligible for two (2) earned leave per month.
- **Effective from 1st October 2023**, members on probation shall not be eligible for Birthday leave, Female special care leave and Wedding leave. Upon Confirmation, the members will be eligible for the above mentioned leaves.
- **Effective from 1st October 2023**, any new Intern will not be eligible for any kind of Leave.
- For Vidyapeeth Faculties, the faculty member must apply Earned leave before Thursday for the next week's planned leave. Leave applied on/after Thursday will be considered as unplanned/emergency leave and up to 3 unplanned/emergency instances will be accepted. After 3 unplanned/emergency instances, any further unplanned/emergency leaves applied will be considered as unpaid and salary will be deducted accordingly.
- All leaves will be added on pro rata basis excluding wedding, maternity and paternity leave.
- **Sandwich Rule** – This rule states that if a member is absent before and after their weekly-off or holiday, the weekly-off or the holiday will be considered as an unpaid leave. And these three days are considered as **unpaid**. For example, if a member's weekly-off is Sunday, but the member did not mark his attendance or did not apply for leave for Saturday and Monday then Sunday will also be considered as a Loss of Pay (LOP).

- **Maternity Benefit** - This Leave Policy is aligned to Maternity Benefit Act 2017. All women Members who have completed 80 days of continuous service with the Organization are eligible for Maternity Leave, as per the Statutory Act. Maximum period of maternity leave on any one occasion is 26 weeks (with full pay). Maternity Leave may be combined with other entitlements of leave. This benefit can be used only for up to two children.
- Members need to use Darwin Box login to apply leaves. Taking approval of reporting manager on applied leave is a responsibility of a member, hence Member must ensure timely approval on applied leaves before closing of each month attendance cycle (21<sup>st</sup> of Every month) otherwise it will be considered as UL/Absent.
- If an extension of leave is desired after the Members proceed on leave, scanned copy of a written application must be sent over email to the reporting manager and concerned supervisor well in advance for him/her to reply before the expiry of leave already granted. Any absence, beyond sanctioned leave, will be treated as unauthorized absence and action as deemed fit would be initiated against the Member.
- Leaves availed excess of leave balance will be considered as absent/unpaid leave.
- Leaves are calculated on Financial Year basis i.e. from 1st April to 31st March. Two EL are credited at the beginning of each month and other leaves are credited as per reporting Manager approval based on nature of event.
- Even though 2 EL are credited in each month, leaves should be utilized consciously with proper planning as leave entitlement is subject to completion of employment for the whole month. If employment is to end before last day of the month by any reason, member is entitled for leaves on pro-rata basis. If leaves are utilized more than entitlement, amount would be recovered during full and final settlement on gross salary in lieu of excess utilized leaves.
- An member requiring short-leave of more than two hours must apply for a half-day leave.
- Pro-Rata formula will be applicable as follow while working eligibility at the time of joining and leaving.
  - o Days Less Than 11 days – Nil Leaves, Days Between 11 to 20 – 1 EL, Days more than 20 – 2 ELs
- Member cannot avail leave/s while serving notice period, absenteeism during notice period will be treated as absent/UL as well as short of notice; amount will be recovered in full and final settlement in lieu of short notice on gross salary.

*If you have any doubts or questions regarding leave policy, please get in touch with Payroll Team Email ID - payroll@pw.live*

*Any changes in the above policy will be at the sole discretion of the Management. The policy is created for enhancing good work culture for the members. Any undue advantage taken by this policy by any member will be reflecting on individuals work ethics and he/she can be terminated by the misuse of the same.*