

DRIVING HORIZONS



AARAV<sup>TM</sup>  
SOLUTIONS

# Leave Policy

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## Objective:

Aarav Solutions believes that employees should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Company encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.

The policy outlines the, the applicability, rules and procedures with regard to consumption and approval of leave.

## Applicability:

This policy is applicable for all permanent employees of Aarav Solutions Private Limited.

## Leaves:

- 1) Annual Leaves
- 2) Permanent employees are eligible for an annual leave of 15 working days. Employees can use their annual leave only after confirmation in the services of the Company (subject to deviations mentioned, here in the policy document)
- 3) All Permanent employees are entitled to Annual leave from their DOJ on a pro-rata basis. (1.25 days for each completed month). This can be taken after their confirmation in service. Leaves taken during probationary period will be considered as Leave without pay (LWP) Any deviation should have approval of concerned Head of Department and HR Head.
- 4) Leave calendar for Annual leave will be from January to December (calendar Year). On confirmation, leave computed at the rate of 1.25 days per month of employment will be credited to the leave account of an employee.
- 5) Only working days to be taken as leave days. Thus, even if a weekly off or holiday is prefixed and suffixed with leave, the weekly off shall not be counted as leave day. Thus if one takes leave from Tuesday through to Friday with the Wednesday and Thursday in between being holidays, the number of leaves consumed shall be only two while the employee would be away from work for four days.
- 6) Annual leaves should preferably, be planned at the beginning of the financial year
- 7) An employee is eligible for five days of sick leave in a year. Sick leave may not be carried forward
- 8) Sick leave need to be specifically accompanied with a medical certificate.

## Maternity Leave:

Maternity leave at India Aarav Solutions shall be administered as per the prevailing Law/Act. As per the Ministry of Labour and Employment, Government of India ("Ministry of Labour") vide Official Gazette notification dated 31 March 2017 has appointed 1 April 2017 as the date on which the Maternity Benefit (Amendment) Act 2017 ("MB Amendment Act") has come into force, aligning to which the company has increased the duration of paid maternity leave available for women employees from the existing 12 weeks to 26 weeks. Under the MB Amendment Act, this benefit could be availed by women for a period extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).

- 1) Paternity leave: A male confirmed Employee shall be entitled to Five day's leave on the birth of a child by his legal wife. This is only applicable for up to Two (2) children in the family.

- 2) Employees are allowed to use annual leave in continuation with maternity leave, after first having consumed the 182 days of maternity leave, subject to approval by supervisor/HOD.
- 3) Employees undergoing medical termination of pregnancy under medical advice or miscarriage are entitled to 6 weeks of maternity leave. A duly registered attending medical practitioner should certify this & a medical certificate should be obtained.
- 4) Employees suffering from illness arising out of pregnancy, delivery, premature birth, stillbirth or miscarriage are entitled to additional leave, against her annual leave entitlement, subject to available balance in the leave account. This leave is granted based on circumstances of each case and should necessarily be recommended by the sanctioning authority HOD and approved by the Head HR.
- 5) Maternity leave is not encashable in any manner, under any circumstance. It cannot be accumulated or used in instalments.
- 6) The employee must submit a scanned copy of the leave application form with the maternity leave start date & end date to the HOD & a copy of the same should be given to the HR Department.

### **Leave Encashment:**

- 1) Leave encashment will be calculated @ Basic Salary and on the financial year basis which is April-March.
- 2) Leave encashment can be availed by employees, provided they have completed two years with the company.
- 3) The maximum accumulation of leaves remains as 30 days.

### **Public Holidays:**

Employees are entitled to 12 customary paid festival and national holidays as outlined by the Company and displayed at the beginning of each year.

### **Leave Without Pay:**

- 1) Leave without pay must be applied under exceptional circumstances. An employee can apply for leave without pay only when there is no leave remaining to the employee's credit. All such leaves must be sanctioned by the concerned VP/Zonal Head or equivalent authority/HOD, in agreement with the Head HR.
- 2) Leave without pay for an employee is authorized based on exceptional circumstances and attentive to the business impact.
- 3) No components of the employee's salary and/or benefits are paid during this period, and the associate is not granted any benefit linked to attendance during the duration of the unpaid leave.

### **General Guidelines:**

#### **Extension of leave:**

- If the employee wishes to extend an annual leave, he/she is required to complete an application in writing or email. The employee may also inform the sanctioning authority via telephone or other means, but prior to the expiration of the current leave period. The HOD sends a mail to the employee indicating whether the extension is approved or rejected.
- A copy of the mail has to be sent to the HR Department.

- Please note: If the employee does not receive any such reply in writing, the application for the extension of leave is treated as rejected and the employee is required to resume duties on completion of leave originally granted.

#### Leave during notice period:

- Leaves cannot be adjusted against the notice period. Any deviation is only possible by an approval by HOD and Head HR.

#### Additional Leave Details:

- In cases of certain levels of people taken on confirmed rolls from day one, leave may be sanctioned up to the extent of the accrual.
- All leaves should be taken with prior approval. In case, a sick leave has to be taken in an emergency situation, the employee must make best efforts to communicate his/her immediate supervisor/HOD on the first day of such leave.
- The approved Leave Application form needs to be submitted to HR. If an employee remains absent without approved leave or overstays without approval from the sanctioning authority for a period of seven (7) consecutive days or more, disciplinary action including termination from service, may be initiated against the employee by the Company. His/her salary shall be put on hold till he/she returns and informs the reason of such absence in a satisfactory way to his supervisor/HR.

#### Responsibility of the Employee:

- Employees are required to apply well in advance for approval of long annual leave. Employees have to keep his/her Supervisor/HOD informed in case of any extension of leave. An act of proceeding on leave without approval in writing will be treated as an act of misconduct and the employee will be liable to disciplinary action, if deemed necessary.
- In cases of approved leave without pay on medical grounds, the employee has to provide all the relevant medical documents to HR within 7 days from the start of such leave.

#### Responsibility of the immediate reporting authority/HOD:

- The immediate reporting authority has to inform the Client and the HR Team in case of leave without pay and absconding cases within seven (7) days from the start of such leave.
- It is the responsibility of the immediate reporting authority to inform the HR department, if an employee does not report to office, after using the sanctioned leave within three (3) days from the end of such leave.

#### Responsibility of HR:

- On receiving approval from the HOD, HR approves of the leave & updates the same in the employee's records.

## Annexure I

### Clarification on Leave Policy:

- This note is to clarify certain doubts regarding the Leave Policy and how leaves are earned, carried forward or encashed.
- Every confirmed employee earns AL (Annual Leave) at the rate of 1.25 days per month, which gets added to his leave account at the backend.
- We shall be following a yearly leave credit policy.
- Company encourages employees to have a work life balance; therefore, leaves should be availed as per leave plan of the department.
- Leave Credit will be done only in the month of April for all confirmed employees and employees who have completed their probation period. They would have credit of pro-rata leaves till 31st March.
- Leaves will be credited to the Leave Account of every employee on pro-rata basis at the backend i.e. 1.25 days leave for each completed month of service.
- Employees, who would have worked for the full leave year will get credit for his/her leaves in next year.
- Employee, who have worked for the part of the current year, will get leave credit on pro-rata basis i.e. 1.25 days leave for each completed month of service.
- In case of reduced work hours put in by an employee, monthly leave entitlement would also be reduced proportionally.

### Leave Encashment:

- Employees eligible for leave encashment (subject to condition of completion of 2 years of service) can encash their leaves during termination of his/her services. In case employee opts for carry forward, then excess leaves will be credited to leave accumulation account. Maximum accumulation of leaves at any point of time will be 30 days.
- For employees having less than 2 years of service, such excess leaves (beyond 21) becomes their carried forward leaves from last year and would remain in his/her credit. (No Lapse of leave).

Sr.no	Leave	Number	Carry forward
1	CL	10	Yes
2	SL	5	NA
3	Declared Holiday	12	NA
Total Leave		27	