

# HR India – Leave and Holiday Policy (PIL)

KB0044163 - Latest version

**Purpose** The purpose of this Policy is to facilitate effective administration and management of employees' leave. To highlight the procedures, benefits, and responsibilities and specify the Company norms for availing leave.

**Scope** This outlines the eligibility principles, specific changes to work methods, benefits, and general guidelines. The administration and approvals will be based on management discretion and no claims can be made in part or full.

## Responsibilities

- Employees to understand and comply with this policy
- Managers to enforce this policy

## Main Information

### Eligibility

- All management employees on the roll of the Company shall be eligible for leave as detailed in this Policy
- Factory Workmen and PSRs are governed as per the respective settlement terms
- Contract/Casual employees shall not be covered as per the terms of this Policy; they will be covered as per the terms of their individual contracts
- For calculation of leave, the calendar is considered from January 1 to December 31
- If an employee joins the organization any date after January 1, leave is calculated on a pro-rata basis from the date of joining till December 31
- In calculating leave, fraction of leave of half a day or more shall be treated as one full day's leave and fraction of less than half of the day shall be omitted

## Standards / Rules / Guidelines and Procedures

**Leave Classification & Description:** Employees are required to obtain prior approval through the leave application system available in the time administration module of HR System.

### 1. Privilege Leave

Description:

- Employees are allowed to take leave to attend to personal commitments or go on vacation and spend time with their family in order to maintain work-life balance
- It could be short term or long-term leave, ranging from a day, a week or more
- Such leave is normally planned in advance

#### Entitlement and Rules:

- Entitlement: 22 Days per annum
- This leave is proportionally earned for the period worked by the employee during the previous calendar year and is accrued monthly post completion of the month
- A minimum of 3 days continuous leave is to be taken for the purpose of availing Leave Travel Allowance (LTA)
- Weekly holidays and/or other official holiday(s) may be prefixed and/or suffixed while availing earned leave; same shall not be counted under availed leave

#### Approvals:

- Standard Leave Application on HR System with Line Manager Approval

## **2. Casual Leave/Sick Leave**

#### Description:

- If employees are required to be absent from work due to unplanned personal commitment, they can avail casual leave
- Employees who are unwell are entitled to take sick leave

#### Entitlement and Rules:

- Entitlement: 12 Days per annum
- In case leave is availed for 3 days or more at a stretch on account of sickness, Line manager can ask for a Medical Certificate/Doctor's prescription as proof
- Unused Casual/Sick Leave will lapse by the end of the year
- Weekly holidays and/or other official holiday(s) may be prefixed and/or suffixed; same shall not be counted under availed leave

#### Approvals:

- Standard Leave Application on HR System with Line Manager Approval

## **3. Maternity/Adoption Leave**

- As per Parenting Benefits Policy

Approvals:

- Standard Leave Application on HR System with Line Manager Approval

#### **4. Paternity Leave**

Entitlement and Rules:

- As per Parenting Benefits Policy
- Entitlement: 20 working Days per annum

Approvals:

- Standard Leave Application on HR System with Line Manager Approval

#### **5. Bereavement Leave**

Description:

- Bereavement leave allows an employee to receive paid leave because of the death of any immediate/close family member (e.g., spouse, child, parent, sibling, parents-in-laws)

Entitlement and Rules:

- Entitlement: 5 Days
- An employee is entitled for bereavement in case of death of any immediate close family member
- Weekly holidays and/or other official holiday(s), Casual Leave, Earned Leave may be prefixed and/or suffixed while availing bereavement leave

Approvals:

- Standard Leave Application on HR System with Line Manager Approval

#### **6. Relocation Transfer Leave**

Description:

- All Employees who are relocated/transferred from one city/town to another are entitled to avail relocation transfer leave
- Employees who initiate a transfer request on their own will not be eligible for this leave

Entitlement and Rules:

- Entitlement: 3 Days
- The relocation leave will need to be availed within 3 months of relocation

Approvals:

- Standard Leave Application on HR System with Line Manager Approval

## **7. Loss of Pay Leave**

Description:

- Employees who have exhausted all their Privilege Leave and Casual Leave/Sick Leave along with any carry forward leave can apply for Leave without pay with prior consent from HR
- Leave Approval in such cases is based on HR & Line manager discretion only

Rules:

- An employee availing loss of pay will not be entitled to salary and any other employee benefits from the day he/she is absent till the day he/she resumes duty as approved by the Manager/company
- All weekly, national and festival holidays will be considered while calculating leave under loss of pay
- Any Employee with LOP > 1 month shall not accrue privilege leaves from Date of LOP to the day employee resumes office
- Performance review and Bonus Calibration for Employees with LOP > 1 month shall be on prorated basis in line with total active months of service in Performance Review period

Approvals:

- Standard Leave Application on HR System with Line Manager Approval
- Additional Department Head and HR Approval

## **Public Holidays**

- AstraZeneca provides 11 days of Declared Public Holiday
- The annual holiday list is published on or before 30th November for the next year

## **Leave Application**

- All Leave Applications need to be applied through time off module in HR System and will be subject to line manager approval
- Extension of Privilege Leave or sick Leave will be allowed subject to the availability of leave balance and at the discretion of the Line Manager

## **Leave Carry Forward**

- Employees are allowed to carry forward all of their unused Privilege leave (PL) to the succeeding year
- Maximum of unused leave carried forward cannot exceed 90 days
- The unused PL will be added to the carry over Earned Leave
- Any leave accumulated beyond this limit will lapse automatically

### **Leave Donation**

- In special circumstances, HR may initiate leave donation to support a social cause

### **Leave Encashment**

- Employees are allowed to encash their accumulated Earned leave only upon resignation/termination of employment
- Only the basic salary is considered for the purpose of leave encashment
- Leave encashment will be subject to prevailing tax laws

### **Compliance & Governance**

1. Employee needs to ensure all leave requests are applied online and approved by Line Managers
2. HR system will not allow employees to apply for leaves in the system if the date of leave availed is more than 45 days. Employee needs to provide line manager email approval to update the leave adjustments from the backend in the system
3. All Leaves not approved within 60 days of Leave application get auto-approved in the system. All leave requests pending for Approval/Cancellation on 27th Dec shall get auto approved
4. Line Manager has to ensure all Exceptional Approval Requests are approved by Department Head and HR
5. Any LOP Leave can only be granted on the basis of Prior HR Approval

**Disclaimer** The policy supersedes all previous policy versions and will be effective from 1st Jan 2022.

**Organization's Absolute Right to Alter or Abolish the Policy** AstraZeneca reserves the right in its absolute discretion to abolish the policy at any time or to alter the terms and conditions. Such discretion may be exercised any time, before or during the policy period.

### **Revision History**

Version 1.0:

- Revised adoption leave from 12 weeks to 26 Weeks for male employees
- Revised paternity leave from 5 to 10 working days
- Carry forward of sick/casual leave discontinued
- Effective 1st January 2022