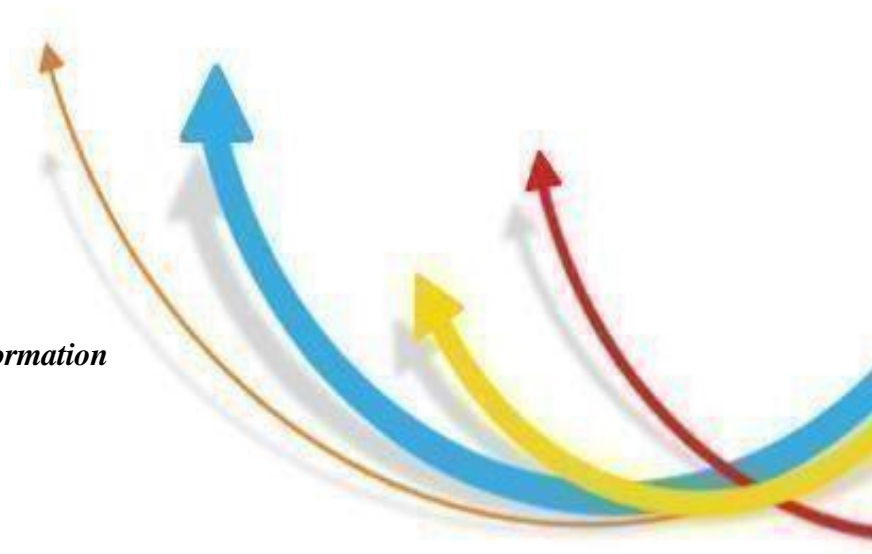


Human Resources

Enriching Capabilities, Enabling Transformation

Effective from: 1st September 2024



HEPL Leave Policy V1.3

Details	Name	Designation	Date	Signature
Prepared By	Janani K	Manager HR	27-Aug-24	
Approved By	Usha Guru	Business Head - HEPL	27-Aug-24	

Objective:

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

Applicability: The Policy covers all employees on the rolls of HEPL.

Leave Entitlements: Employees will be entitled to

12 days of Casual Leave (CL),

12 days of Sick Leave (SL) and

14 days of Privilege Leave (PL for permanent employees) in a calendar year.

1. Leave is not a matter of right. Grant of leave shall depend upon the exigencies of the work, at the discretion of the manager/management.
2. Leave year is from 1st January to 31st December.
3. Eligible leave is credited to the employee's on 1st of January every year.
4. Employees who are appointed during the year shall be entitled to the above leaves on pro-rate basis.
5. The different types of leaves given under the policy are:
 - **Casual Leave (CL)**
 - **Sick Leave (SL)**
 - **Privileged Leave (PL)**
 - **Probationary Leave (PRL)**
 - **Marriage Leave**
 - **Maternity Leave (ML)**
 - **Paternity Leave (PTL)**
 - **Loss of Pay (LOP)**
 - **Compensatory Off**
 - **National & Festival Holidays**
 - **Special Occasion Leave**
 - **Bereavement Leave**

Casual Leave:

Leave Application: A formal leave application needs to be raised at least on Budgie Portal two days (or earlier) before commencement of leave. Non-compliance in it would be treated as "Absenteeism". No Casual leaves will be entertained without prior permission.

1. All employees would be eligible for a total of 12 casual leave during a financial year.
2. CL can be taken for a minimum of 0.5 to maximum 12 days (paid).
3. The maximum number of CL that can be availed by an employee at a stretch cannot exceed 3 consecutive working days. Any exceptions to be approved by the Reporting Manager in advance.
4. If CL extends beyond 3 days, then the excess days taken will be treated under LOP or Privilege Leave.
5. CL cannot be appended with PL/SL
6. All un-availed casual leave will lapse at the end of the year.
7. All un-availed casual leave cannot be adjusted against notice period.
8. Pro rata entitlement for new joiner & resigned employees for crediting.
9. Under the Notice period the employees are not allowed to take Casual Leave.

10. All NAPS/NATS EMPLOYEES will be provided with Casual Leave, but it will be governed by Probationary Leave rules. The leaves will accumulate every month and carry forward year-on-year with no cap on accumulations. At the time of exit, this cannot be deducted in the Notice Period.

Sick Leave: Leave Application: Intimation to office on the same day is expected.

1. All ONROLL employees can avail 12 days of Sick Leave (SL) in the calendar year.
2. All NATS employees can avail 15 days of Sick Leave (SL) in the calendar year.
3. SL can be taken for a minimum of 0.5 to maximum 12 days (paid) for ONROLL employees.
4. SL can be taken for a minimum of 0.5 to maximum 15 days (paid) for NATS employees.
5. Sick Leave is granted only when an employee is unable to attend work due to any sickness or ailment.
6. Any leave on medical grounds beyond 2 working days will have to be necessarily supported by a Medical Certificate by Registered medical practitioner. In case of failure to produce Medical Certificate, the leave would be considered as Unpaid Sick Leave.
7. An employee covered under the Employee's State Insurance Scheme must produce the said certificates from the concerned E.S.I. authority.
8. Pro rata entitlements for new joiner & resigned employees
9. In case the employee requires prolonged leave on account of illness etc., leave without pay may be sanctioned with the approval of the Department Head and HR Head.
10. Any un-availed Sick leave will be carry forwarded to next year, allowing to maximum accumulation of 48 days.
11. SL can be appended with PL and cannot be appended with CL on approval of Department Head and HR Head.
12. SL encashment can be done only at the time of exit. Encashment of SL cannot be done any time before the exit of employees. There is no minimum sick leave balance to be kept/maintained before encashment of SL of employees.
13. At the time of exit, 50% of un-availed sick leaves can be encashed at the basic pay rate as on resignation date.

Privilege Leave (PL):

Leave Application: Leave application needs to be submitted and approved by immediate manager, at least 15days before commencement of leave.

1. All **Confirmed employees** would be eligible for 14 working days of privilege leave in a calendar year.
2. Opening leave will be credited to the employees on every January month.
3. Employees joining in the middle of the year will receive prorated leaves credit for the first year.
4. PL can be taken for a minimum of 3 to maximum 14 days at a time. PL cannot be taken for less than 3days.
5. PL encashment can be done only in the month of January every year or at the time of exit. A minimum of 20 days leave balance must be kept before encashment. PL can be accumulated up to 120 days. PL encashment will be done on the basic amount.
6. At the time of exit, 100% of un-availed privilege leaves can be encashed at the basic pay rate.

Probationary Leave:

Leave Application: Leave application needs to be submitted and approved by immediate manager, at least 2 days before commencement of leave.

1. All Probationary employees would be eligible for 1 day of probationary leave per month.

2. The leave of first month will be credited by completion of the joining month and will accumulate every month.
3. Leaves availed more than available balance will be calculated as LOP.
4. Accumulated leave during Probation will lapse at the time of confirmation.

Marriage Leave

Employees are entitled to three (3) days of paid leave upon getting married. This leave can only be taken consecutively and not in parts.

Conditions:

1. This leave should be taken within 15 days before or after the date of marriage. Employees are required to notify their supervisor & HR department in advance.
2. Employees are required to provide a copy of the wedding invitation or marriage certificate for verification purposes to avail marriage leaves.
3. If additional time off beyond the three (3) days is required, employees may utilize accrued PL, it cannot be appended with CL/SL

Maternity Leave:

1. Female employees who have served a minimum of 80 days of service are entitled to ML up to a maximum of 26 weeks paid holiday as per the Maternity Benefit Act, 1961.
2. In case of miscarriage or termination of pregnancy a maximum of 6 weeks of ML is permissible after the event and should be supported with a medical certificate from a certified practitioner, subject to the approval of the Department Head and HR Head.
3. ML can be appended with CL and PL on Approval.
4. ML cannot be availed before 8 Weeks of Expected Date of Delivery.
5. In case of Tubectomy Operation, a woman shall on production of Medical Certificate Be entitled to leave with pay for a period of two weeks following the day of her Tubectomy operation.
6. A woman suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy shall on production of Medical Certificate be allowed paid leave for a maximum period of six weeks.
7. ESI Employees are eligible to claim their Maternity benefit via ESI Maternity Benefit Law (Eligible for either one, standard or ESI benefit and cannot avail both the benefits)
8. Paternity leave: Any permanent male employee is entitled to 5 days (can be split into two instances) based on approval of paternity leave. The male employee requesting paternity can avail a leave within first 3 months of childbirth. This leave is available for the first two instances of child births.
(Subject to the submission of relevant docs)

Loss of Pay (LOP):

1. Any excess leave taken beyond the employee's entitlement would be considered as leave without pay. Hence the employee will not get any salary for this period.
2. Leaves taken without intimation would be considered as LOP.

Compensatory Off:

1. An employee shall be entitled to Compensatory Off if he continues his duty on weekly off or on a declared holiday due to exigency of services.
2. The Compensatory Off must be availed within 45 days.
3. Employee's extended duty needs to be authorized by the Departmental Head and HR Head.
4. Compensatory Offs cannot be combined with any other leaves other than Weekly Offs.

National and Festival Holidays:

1. An employee is entitled to 10 National Holidays in a calendar year. This includes Mandatory (4) days of National Holidays and (6) days of Festival holidays.
2. Corporate Employees who work on National and Festival holidays would be entitled to Compensatory Off.
3. Employees belong to the business units chat services, Sales and plants who work on National and Festival holidays are entitled for Double wage for that day.
4. Other employees than the mentioned employees in point (3) can avail Comp off for the day that they worked on NH or FH within 15 days from the holiday they worked provided manger's approving of it.

Special Occasion Leave:

This leave allows employees to celebrate their important personal events without compromising their work commitments. It aims to promote work-life balance and employee satisfaction by recognising and supporting important life events.

Conditions:

1. All married employees will be provided with One Day Leave Benefit - Half Day for Birthday and Half Day for Wedding Anniversary.
2. All single employees will be provided with Half Day Leave Benefit that can be availed on their Birthday.
3. Employees can choose to take this half day leave (4.30 hours) either in the morning session (9.00 AM to 1.30 PM) or evening session (1.30PM to 6.00 PM)
4. Special Occasion Leave cannot be appended with other leaves.
5. This leave is subject to the approval of the respective supervisor and the approval is provided based on the minimal disruption of work operations

Bereavement Leave:

In the unfortunate event of the demise of an immediate family member, employees are provided bereavement leave to facilitate their coping with the emotional impact of their loss and to attend necessary responsibilities.

Employees are entitled to three (3) days of paid bereavement leave in the event of the demise of Parents, Spouse, and Children.

Conditions:

1. Bereavement leave becomes applicable immediately upon the employee receiving news of the demise.
2. It is mandatory for employees to inform their immediate supervisor or the HR department as soon as possible.
3. Employees availing bereavement leave may be required to provide reasonable documentation, such as a death certificate or obituary, to support their leave application.
4. Bereavement leave can be utilized independently or in conjunction with PL, and cannot be appended with CL/SL.

Permission: Employees can avail permission of 2 hours, twice per month, with the approval of the Department Head. The duration of the permission will be half-an-hour minimum to the maximum of 2 hours. Any permissions exceeding 2 hours will be accounted as half day leave.

Late Coming: An employee must complete 9 hours to constitute 1 working day. If it is less than 4 hours 30 minutes, the attendance for the day will be deducted.

Others: All exceptions to this policy should be approved by the Business Head. The terms and conditions mentioned in the policy shall be at the sole discretion of the Management and may be altered without notice. This policy shall supersede all earlier policies, writings and correspondence communicated in this regard.

