

## Leave Policy

There will be following type of Leaves for all Departments.

- **Privilege leave** is a leave extended to an employee as a reward for his/her continuous service to the company and to facilitate work-life balance.
- **Casual leave** is a leave to meet an employee's sudden contingencies.
- **Sick leave** is a leave extended to an employee during the period of sickness.
- **Compensatory leave** is a leave extended to an employee for extra working hour spending for company on holiday.
- **Maternity leave** is leave extended to female employee during her maternity period.
- **Paternity Leave** is a leave offered to male employee after a child is born. It is a leave meant for father to take care of the new born and mother.

**Privilege Leave (PL):** The PL entitlement for all the employees will be a maximum of **12 days** in a calendar year. 1 day of PL will be credited to an employee's account at the end of each completed month of Service. All unavailed PL shall be lapsed on 31<sup>st</sup> march every year.

**Casual Leave (CL):** Casual Leave entitlement for a year shall be 5 days for a calendar year. **5 days CL** shall be credited to an employee's account at the beginning of calendar year. Maximum 2 days CL can be taken at a given time. CL can be granted for Half day also. Unavailed CL shall be lapsed on 31<sup>st</sup> March.

**Sick Leave (SL):** Sick Leave entitlement for a year shall be 6 days for a calendar year. **6 days SL** shall be credited to an employee's account at the beginning of calendar year. SL exceeding 3 continuous days, medical certificate has to be provided to the unit HR. Unavailed SL will be carried forward to the next calendar year up to a maximum limit till 30 days.

**Compensatory leave (CPL):** Compensatory leave entitlement only and only in case if an employee for extra working hour spending for company on holiday/extended shift. Maximum 2 days CPL can be taken at a given time. Unavailed CPL shall be lapsed on 31<sup>st</sup> March.

**Maternity Leave (ML):** All female employees shall be entitled to maternity benefit only after she has actually worked in a Company for a period of not less than 180 days at the time of applying for the Leave The maximum period for which any female employee shall be entitled to maternity benefit shall be **twelve weeks** of which not more than six weeks shall precede the date of expected delivery.

- Notice of maternity leave should be given about two months in advance along with a certificate from an authorized MBBS medical practitioner.
- ML shall be limited to two times in all during the tenure of the service.
- All intervening weekly off/off days/Holidays etc. to be counted for the purpose of maternity leave benefit period calculation.

**Paternity Leave:** All male employees who are due to be fathers shall be entitled to paternity leave for 7 working days following the day of delivery.

**Leaves in Probation Period:** An employee can take only one leave in a month during his/her probation period.

**Leaves during Notice Period:** An employee cannot avail any leave during notice period except Sick Leave. All other leaves will lapse upon the submission of resignation letter.

Yours Sincerely

For Photonplay Systems Private Limited



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