

# LEAVE POLICY

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## LEAVE POLICY

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02	01-11-2020	Policy Amendment
03	01-01-2021	Policy Amendment

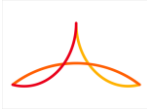


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# LEAVE POLICY

## 1. OBJECTIVE

The Employee Leave policy has been designed to establish an uniform guideline across the company through better management of work-life balance of employees and by aligning to all applicable statutory regulations amended from time to time.

## 2. SCOPE

2.1. In Scope : All employees – Local and Trainees (PGET, GET, DET, MT)

2.2. Out Scope : Inbound & Outbound Expats, Interns , Vendor & Contract employees However, their attendance details are recorded through the company's Time Office Management tool.

## 3. ABBREVIATIONS

- RNTBCI - Renault Nissan Technology & Business Centre India Pvt Ltd
- Company - RNTBCI
- HRBP - Human Resource Business Partner
- Manager - Reporting Manager
- Year - Calendar year

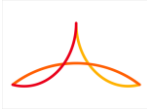
## 4. TYPES OF LEAVE

The following table defines the entitlement, accumulation and encashment of leave categories as per eligibility :

#	Category	Eligibility / year
1	Privilege Leave (PL)	18 days
2	Casual Leave & Sick Leave (CL & SL)	12 days
3	Bereavement Leave (BL)	3 days
4	Paternity Leave (PTL)	4 days
5	Maternity Leave (MTL)	<ul style="list-style-type: none"><li>• As per Maternity Benefit Act</li><li>• Refer Maternity Leave &amp; Child Care policy</li></ul>
6	Adoption Leave (AL)	
7	Sabbatical Leave	Refer Sabbatical Leave policy

## 5. PRIVILEGE LEAVE (PL)

5.1. Employees are eligible for 18 days of PL during the calendar year, which will be credited at starting of the calendar year



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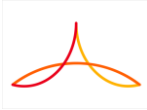
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- 5.2. Employees shall be allowed to accumulate and carry forward PL to a maximum of 30 days by end of the calendar year. PL above the maximum credit limit of 30 days will lapse by end of the calendar year. Employees shall be allowed to encash PL only during cessation of employment
- 5.3. Probationers : All Local employees shall be eligible for prorated PL from their date of joining
- 5.4. Trainees shall be eligible for PL on completion of their traineeship
- 5.5. PL to be applied in advance in the tool and will be deemed to have been granted only after it is approved by the authorized person
- 5.6. The Management, due to the work requirements, can ask the employee to alter or postpone the PL applied for or already approved and can recall an employee on PL for duty with prior information to and acceptance of employee
- 5.7. If an employee has no PL or other leave balance, advance PL to the maximum of 5 days can be granted only for an employee's marriage, employee's hospitalization and sudden demise of an employee's dependent
- 5.8. During cessation of employment on account of resignation / termination / retirement / death of employee, unavailed PL upto a maximum of 30 days shall be encashed by the employee, as part of full of final settlement , subject to deduction of applicable Income Taxes
- 5.9. The formula for PL encashment is mentioned in below  
(Monthly Basic Salary / 26 ) X No of PL days available as per the company record
- 5.10. Employee to refer Inter Entity transfer policy for PL transfer in case of mobility between the entities in India

## 6. CASUAL LEAVE & SICK LEAVE (CL & SL)

- 6.1. Casual & Sick Leaves are merged as one category of leave
- 6.2. Employees will be eligible for 12 days of CL & SL per annum
- 6.3. The leave will be credited to the employees' account at beginning of the calendar year. All new joiners and Trainees are eligible for prorated CL& SL from their date of joining
- 6.4. Employees shall avail it for personal exigencies & sickness reasons with due approval, as applicable, in the attendance management tool
- 6.5. Employees shall avail CL & SL to a minimum of 0.5 and maximum of 6 days in single occasion in a stretch.
- 6.6. Unavailed CL & SL by end of the calendar year will get lapsed automatically. Hence the employees shall neither be eligible to carry forward the balance to next year, nor shall be eligible to encash at the time of cessation of employment on account of resignation / termination / retirement / death of employee etc

## 7. BEREAVEMENT LEAVE (BL)



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- 7.1. Employees shall be eligible to avail BL to a maximum of 3 days per annum
- 7.2. BL shall be availed on account of demise of employee's family immediate members as defined below
- 7.3. Immediate Family members are defined as an employee's spouse, parents, stepparents, grand parents, siblings, children, stepchildren, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law . immediate
- 7.4. BL can be availed in multiple occasions within the same calendar year, provided it is availed as per guidelines
- 7.5. Employee must regularize BL in the tool and must get it duly approved by authorized persons
- 7.6. Unavailed BL at the end of the year will get lapsed automatically. Hence the employees shall neither be eligible to carry forward the balance to next year, nor shall be eligible to encash at the time of cessation of employment on account of resignation / termination / retirement / death of employee etc

## 8. PATERNITY LEAVE (PTL)

- 8.1. All Male employees are eligible for 4 days of Paternity Leave for the birth of their first two children
- 8.2. PTL shall be availed within 15 days from the date of delivery of the child
- 8.3. Employee must regularize PTL in the tool and must get it duly approved by authorized persons before proceeding on the leave
- 8.4. Unavailed PTL at the end of the year will get lapsed automatically. Hence the employees shall neither be eligible to carry forward the balance to next year, nor shall be eligible to encash at the time of cessation of employment on account of resignation / termination / retirement / death of employee etc.

## 9. MATERNITY LEAVE (MTL)

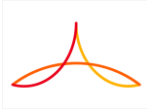
- 9.1. Please refer applicable clauses of the "Maternity Leave & Child Care Policy".

## 10. ADOPTION LEAVE (AL)

- 10.1. Please refer applicable clauses of the "Maternity Leave & Child Care Policy".

## 11. SABBATICAL LEAVE

- 11.1. Please refer applicable clauses of the "Maternity Leave & Child Care Policy".



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## 12. NATIONAL & FESTIVAL HOLIDAYS

- 12.1. All employees will be eligible for paid leave of 11 days of National & Festival Holidays as per the Tamil Nadu National and Festival Holidays Act .
- 12.2. Company will declare 10 fixed N&F holidays and Employees will be privileged to choose 2 Flexible Holidays from list provided by the company.
- 12.3. Employee must select and declare FHP in the tool as per timelines provided every year. Default Flexible holidays will be applicable for employee who are unable to declare the same within timelines.

## 13. COMPENSATORY OFF (C-OFF)

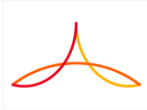
- 13.1. Employee can earn C-OFF when they work in advance, earn a leave and avail it later within the stipulated time.
- 13.2. Employee will be eligible for Compensatory Off in case they are required to work by their Manager on a weekly / Company declared holiday.
- 13.3. Employee will be eligible for 0.5 day for hours worked between 1 – 4 hours and 1 full day for hours > 4 hours in a given day
- 13.4. Employee can avail C-OFF within 30 days from date of working
- 13.5. Unavailed C-OFF beyond the stipulated time shall neither be allowed to accumulate nor encash by end of the year and/or during cessation of employment with the company
- 13.6. C-OFF to be read in conjunction with the applicable clauses of the “Weekend Support Allowance Policy”.

## 14. LOSS OF PAY (LOP)

- 14.1. Absence from work will be treated as LOP, if an employee
  - 14.1.1. Does not apply leave on time
  - 14.1.2. Leave is not authorized by the Manager
  - 14.1.3. No eligible leave available to the credit

## 15. ATTENDANCE REGULARISATION

- 15.1. Employees and Managers should adhere to the attendance regularization guidelines mentioned hereunder without any deviation:
  - 15.1.1. Employees should regularize their attendance on the same day in case of remote working and Managers should also approve the attendance regularization / Leave request of their employees on time



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- 15.1.2. Employees who are on official travel must regularize their attendance and get in approved in advance. In case of any extension of assignment or visit, respective employee must regularize the same in the leave management tool on the same day or in advance
- 15.1.3. Employees and Managers should act upon the auto email alerts immediately by regularizing the leave or absence in the tool without any delay
- 15.1.4. Leave / absence/ on duty / remote work must be initiated and approved in the system on or before 15th of every month, failing which such days will be treated as Absence from work and treated as LOP

## 16. KEY POINTS TO NOTE

- 16.1. All leaves shall be managed through company defined Leave Management System
- 16.2. Any employee who joins during middle of the calendar year shall be eligible for applicable leave credit on pro-rata basis for that year except in case of Bereavement & Paternity Leave.
- 16.3. All leave requests (except BL) have to be applied and approved in advance in the tool.
- 16.4. Intervening weekly / declared holiday will not be accounted as leave while an employee avails any category of Leave listed in this policy.
- 16.5. Half day Leave shall be applied if absence is more than 2 hours on the same day.
- 16.6. Any two or more types of leaves may be combined with each other
- 16.7. During notice period, employees shall be to avail leave only for exceptional reasons with advance approval of Manager. Notice period shall be extended in case of unauthorized leave by the employee.

## 17. COMPLIANCE

- 17.1. Compliance with this policy is mandatory for all employees as per scope defined.
- 17.2. Failure to comply with the provisions of this policy will be considered as violation of policy and will be subject to disciplinary action which may even extend up to termination of services or contract.

## 18. GENERAL GUIDELINES

- 18.1. RNTBCI reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve this intent of this policy. The Company reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis.
- 18.2. Any discrepancy arising out of this policy shall be reviewed and resolved through discussion with respective Manager, HRBP and Payroll team.
- 18.3. Any exceptions shall be managed with the approval of HR Head.
- 18.4. This policy may be reviewed, amended, supplemented or changed without notice, at any appropriate time, at the RNTBCI's sole discretion and direction.