

Scope

The policy applies to all employees, including trainees, on the payrolls of XYZ INC Inc (“XYZ INC”) and its affiliates and subsidiaries over which XYZ INC India has operational control, in the course of employment (collectively “Employees”) It does not cover leave practices pertaining to Contractors

Leave policy enables employees to avail time off from work to relax / recover from illness, maternity, or for personal reasons

Eligible Employees are entitled to the following benefits:

- National and Festival Holidays
- Earned Leave (EL)
- Casual Leave (CL)
- Sick Leave (SL)
- Compensatory Off (Comp off)
- Maternity Leave (ML)
- Extended Maternity Leave (EML)
- Loss of Pay (LOP)

Guiding Principles

National and Festival Holiday

XYZ INC observes ten national holidays including festival holidays, each year The 4 national holidays are fixed and will be observed every year

- Republic Day
- Independence Day
- May Day
- Gandhi Jayanthi

There are six regional holidays which are fixed for a year & may vary from one location to other These are decided every year by the Location leadership team, in consultation with the respective locations

Earned Leave (EL)

- Employees are entitled to eighteen (18) days of Earned Leave per year

- Employees are entitled to one and a half (15) days of earned leave in a month, provided they are on XYZ INC India payroll (or) have joined XYZ INC, on or before the fifteenth (15th) of the month
- There will be no Earned Leave accrual when an Employee is on LOP / Job Abandonment for more than fifteen (15) days in a month Below are few scenarios as an example:

From Date	To Date	Accrual
January 1	February 1	Earned Leave accrual will occur for February since the number of LOP days is less than fifteen (15) days
January 31	March 1	Earned Leave accrual will occur for January and March since the number of LOP days is less than fifteen (15) days in those months
January 16	March 15	Earned Leave accrual will not happen for January & February since LOP days is more than fifteen (15) days and accrual would be provided for March

- Earned Leave will be accrued for an Employee on Notice Period.
- Earned Leave cannot be availed while on Notice Period.
- Employees can accumulate up to eighteen (18) days of Earned Leave in one calendar year.
- Any unused Earned Leave in the current year can be carried forward to the subsequent calendar year only, after which the leave lapses.
- If an Employee joins XYZ INC on or before 15th of a month, the respective leave credit would happen during the first week of the subsequent month. For example, if an Employee has joined work on 13th of April, Employee's Earned Leave will be credited during first week of May.

- If an Employee joins after 15th of a month, there would not be any leave credit for that month. For example, if an Employee has joined work on 16th of April, Employee will not be entitled to leave credit for April.
- Employees must raise a request for leave through the Enterprise Absence Management System (EAMS) at least a week before their vacation and obtain their home manager's approval.
- Encashment of Earned Leave:
 - o The primary option is to adjust Earned Leave balance against the Notice Period (NP) at BU's discretion. Earned Leave balance as on the date of resignation will be considered for this purpose.
 - o The remaining Earned Leave balance available as of the last working day (LWD), will be considered for encashment on the last drawn basic pay.
 - o Encashment of leave will be processed as part of Full and Final settlement.
 - o Notice Period adjustment eligibility and sum eligible for encashment, based on the number of available Earned Leave (EL) balance at the time of separation:

Scenario	Eligibility for Notice Period adjustment	Sum eligible for encashment
Earned Leave balance as of the date of resignation is ≥ 7 days and Earned Leave balance (post NP adjustment) as on the LWD is < 7 days or Earned Leave balance as of the date of resignation is < 7 days and Earned Leave balance (post NP adjustment) as on the LWD is ≥ 7 days or Earned Leave balance as of the date of resignation is ≥ 7 days and Earned Leave balance (post NP adjustment) as on the LWD is ≥ 7 days	Yes	$[(\text{No. of available EL as on LWD} \times 7/5) - (\text{EL adjusted in NP})] \times [\text{Last drawn Annual Basic} / 365].$
Earned Leave balance as of the date of resignation is < 7 days and Earned	Yes	$[\text{No. of available EL post adjusting with the NP as on the LWD}] \times [\text{Last}$

Leave balance (post-NP adjustment) as on the LWD is < 7 days.		drawn Annual Basic / 365].
Zero Earned Leave balance as on the date of resignation	No	[No. of available EL as on the LWD] X [Last drawn Annual Basic / 365].

Casual Leave (CL)

Employees can avail of Casual Leave for unforeseen personal emergencies or for personal time off. This also includes any leave taken to celebrate festivals of faith that have not been declared as a holiday by XYZ INC. Employees are entitled to six (6) working days of paid Casual Leave per year which will be credited on January 1st, of every year.

- For Employees who join XYZ INC during the year, leave credit will be prorated, for every quarter. For example, Employee joining work on 13th of April, which falls in the first half of Q2, i.e., before 15th of the second month of the quarter, will be entitled to overall 4.5 days of Casual Leave during that calendar year. An Employee joining work on the 2nd of June, which falls in the second half of Q2, will be entitled to overall 3 days of Casual Leave during that calendar year.
- Employee's unused Casual Leave cannot be carried forward and will get lapsed on December 31st of the same year.
- Casual Leave cannot be availed while on Notice Period.
- Employees cannot encash their Casual Leave.

Sick Leave (SL)

- Employees are entitled to one (1) day of Sick Leave in a month, provided they are on XYZ INC's payroll (or) have joined XYZ INC, on or before 15th of the month.
- If the Employee joins the organization on or before 15th of a month, the respective leave credit would happen during the first week of the subsequent month. For example, if an Employee has joined on April 13th, Employee's Sick Leave entitlement will be credited during the first week of May.
- If the Employee joins after 15th of a month, there would not be any leave credit for that month. For example, if an Employee has joined on April 16th, Employee will not be entitled to leave credit for April.

- Employees can accumulate up to eighteen (18) days of Sick Leave; anything greater will lapse automatically.
- There will be no Sick Leave accrual when an Employee is on LOP / Job Abandonment for 15 days or more in a month. o Employees cannot encash Sick Leave.
- Employees must keep their home manager informed if they are unable to attend work due to any illness and must apply for Sick Leave in EAMS on the day they return to work.
- Employees need to produce relevant medical reports / certificates for availing continuous Sick Leave of more than 3 days.
- Employees on Notice Period can avail Sick Leave subject to validation of medical documents.
- Employees who have to undergo a planned hospitalization must apply for Sick Leave in EAMS, before availing their leave. They are strongly encouraged to keep their home manager informed of the progress of their health.
- XYZ INC reserves the right to ask its Employees to undergo a comprehensive check-up by specified doctors, to ensure that Employees are fit to resume work.

Compensatory Off (Comp off)

- Compensatory off (comp off) refers to a day off taken against extra work done due to project requirements.
- Employees need to record the days worked on a holiday or weekend, which could be a Saturday or Sunday (depending on their workweek schedule), in EAMS.
- Home manager should approve the additional day(s) worked, upon which the Employee becomes eligible to avail compensatory off leave.
- Employees can avail compensatory off upon manager's approval.
- Employees can avail of a maximum of three continuous days of compensatory off in a single transaction.
- Compensatory off should be availed within sixty (60) calendar days from the day on which they have worked; else their leave will lapse.
- Employees should record the day on which they have worked in the timesheet.
- Employees will be eligible to avail compensatory off while on Notice Period.
- Employees cannot encash compensatory off or combine it with other leave types.

Maternity Leave (ML)

- Employees are entitled to one hundred and eighty-two (182) days (twenty six (26) weeks) of paid maternity leave (ML) for the first two (2) surviving children from date of joining XYZ INC.
- Employees having more than two (2) surviving children, applying ML for the third child or so on, shall be entitled to eighty-four (84) days (twelve (12) weeks) of paid maternity leave.
- Maternity leave is inclusive of all intervening Saturdays, Sundays and any other holidays declared by XYZ INC.
- ML start date can be eight (8) weeks preceding the expected date of delivery for the first two (2) instances.
- For the wellbeing and safety of the Employee and the child, it is recommended to avail maternity leave at least fourteen (14) days before the expected date of delivery.
- Employees are required to fill in Maternity Details in the below navigation before availing Maternity Leave (Employee Self Service >> Personal Information >> Maternity Details).
- Employees need to apply for ML eight (8) weeks in advance in the leave system.

Extended Maternity Leave (EML)

Women Employees are eligible for thirty (30) days of paid extended maternity leave if availed maternity leave is less than twenty-six 26 weeks. However, extended maternity leave (EML) is not

- a privileged leave under Maternity Act. Employees who wish to avail of EML should submit a certificate from a certified medical practitioner detailing the following:
 - o An active line of treatment.
 - o Reason to be on extended leave citing the cause of illness.
 - o Tentative period to be on extended leave (end date of leave).
- • EML is applicable only for the following instances:
 - o Employee's criticality during or due to maternity.

- o Critical medical condition of the newborn.
- • Approval of EML is at the discretion of the organization after scrutinizing the documents submitted by the Employee.
- o In case of concealment of facts / false claim stating unwarranted illness / reason for extended leave is not in line with the active line of treatment / forged documents, necessary action would be taken as per the clauses stated in the Misconduct and Disciplinary action Policy.

Loss of Pay (LOP)

This leave type can be availed only after exhausting all the available leave (EL, SL, CL). Any unauthorized leave is considered as LOP and is to be initiated by the home manager. LOP cannot be adjusted against future leave accruals and cannot be reversed.

- • LOP approval matrix:

Duration	Approvals	Reason for availing of LOP
Up to 30 days of LOP	Home Manager	Any personal reason
LOP ranging 31 – 90 days	SBU head	Any personal reason
LOP ranging 91 – 180 days	BU TM	Only for critical illness (Self)