

NEXA Leave Policy

Effective Date: January 1, 2025

Policy Title: NEXA Leave Policy

Company Name: NEXA

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1. POLICY OVERVIEW & OBJECTIVES

NEXA is committed to supporting the holistic well-being of its employees while ensuring smooth operations. This Leave Policy outlines all available leave types, procedures for requesting and approving leave, and the methods for tracking leave usage. It is aligned with Indian legal requirements and reflects our commitment to fairness, transparency, and flexibility in meeting employee needs.

2. TYPES OF LEAVE & ELIGIBILITY

Annual/Vacation Leave:

- **Accrual:** Full-time employees accrue 15 days per calendar year.
- **Usage:** Leave may be used for planned vacations or personal days. A minimum of 10 business days' notice is required.
- **Holidays:** National and regional holidays (such as Independence Day and Diwali) are observed as paid leave.

Sick Leave:

- **Accrual:** Employees are entitled to 10 days of paid sick leave per year.
- **Usage:** This leave is intended for personal illness, medical appointments, or care for immediate family members.
- **Documentation:** A medical certificate is required for absences longer than two consecutive days.

Family & Parental Leave:

- **Maternity Leave:** Female employees receive 26 weeks of fully paid leave. An option for remote work (1–3 hours daily) is available during this period, which may be recognized during performance reviews.
- **Paternity Leave:** Male employees are entitled to 2 months (60 days) of fully paid leave. There is an option to work remotely (1–3 hours daily) during this period.
- **Adoption Leave:** Employees who adopt a child are granted 12 weeks of fully paid leave.
- **Family Care Leave:** Up to 6 weeks of leave is available to care for a critically ill family member, subject to managerial approval.

Bereavement Leave:

- **Entitlement:** Employees are granted 5 days of paid leave upon the death of an immediate family member (spouse, parent, or child). Additional unpaid leave may be granted on a case-by-case basis.

Other Leave Types:

- Civic Duty Leave: Full pay is maintained during civic or jury duties (rare in India).
- Volunteer Leave: Up to 3 unpaid days per year are available for community service.
- Unpaid Leave: May be granted for personal emergencies with prior managerial consent.

3. LEAVE ACCRUAL, USAGE, & CARRYOVER

- Accrual Method: Leave accrues monthly at approximately 1.25 days per month for full-time employees.
- Carryover: A maximum of 5 unused vacation days can be carried over to the next calendar year; any excess days will lapse unless otherwise approved by HR.
- Part-Time Employees: Leave is prorated based on the number of hours worked relative to full-time standards.

4. LEAVE REQUEST PROCEDURES**Submission:**

- All planned leave requests must be submitted via the HR portal at least 10 business days in advance.
- In emergency situations (such as sudden illness), employees must notify their supervisor immediately and then log the leave request online.

Approval Process:

- Supervisors evaluate requests based on staffing needs and operational requirements while ensuring fairness to all employees.
- HR finalizes leave approvals within two business days and updates the employee's leave record accordingly.

Documentation & Follow-Up:

- Medical certificates are required for sick leave exceeding two consecutive days.
- All documentation is maintained securely in compliance with Indian data protection guidelines.

5. SPECIAL LEAVE CATEGORIES & EXTENDED ABSENCES**Extended Sick/Disability Leave:**

- For serious health issues, employees may apply for extended leave with support from a designated case manager.

- Extended leave is coordinated in line with statutory provisions and company policies.

Family Medical Leave:

- Where applicable, employees may be eligible for additional unpaid leave under statutory guidelines, with a maximum duration aligned with Family Welfare standards.

Personal Leave of Absence:

- Requests for personal leave are evaluated on an individual basis. A comprehensive explanation is required for such requests.

6. COMPLIANCE, LEGAL CONSIDERATIONS & RECORD-KEEPING

- NEXA complies with all relevant Indian labor laws, including the Shops and Establishments Act and the Maternity Benefit Act.
- Leave records are maintained securely for a minimum of seven years and are subject to periodic internal audits.

7. CONTACT INFORMATION & FAQs**HR Contact:**

- Email: hr@nexa.in
- Phone: +91 11 2345 6789

FAQs:

- How do I check my leave balance?
Check your leave balance in real time via the HR portal.
- What should I do in an emergency leave situation?
Notify your supervisor immediately and log the leave request online.
- How is leave for part-time employees calculated?
Leave is prorated based on hours worked compared to full-time employees.