



Smiths Detection Systems Private Limited		 <small>bringing technology to life</small>	
Title: Leave Policy	Document Ref:	Revision	Dept.
	SOP001	II	HR

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<b>Issued by :</b>  <b>Sujata Yadav</b> <b>Manager HR</b>	<b>Approved By:</b>  <b>Vikrant Trilokakar</b> <b>MD-India</b>

## 1. Policy Statement and Objective

To regulate the leave structure applicable to all the **Smiths Detection India Employees**. There will be times when it will be necessary for employees of Smiths Detection India to be absent from work due to illness or personal reasons. We believe that Leave - a Key Benefit Essential to take care of the employees' personal & family needs - plays a vital role in rejuvenating the energy of the employees.

In order to promote better work-life balance, we intend to encourage all employees to avail their leave.

This policy sets out the various types of leaves that an employee is eligible for and outlines the procedures for taking leave.

## 2. Leave Structure

In Summary, the company will have the following types of leave as per the applicable rules and eligibility as specified in detail below:

Header	No. of days eligible per year
Earned Leave (Privileged Leave)	21
Sick Leave	7
Casual Leave	5
Maternity Leave	As per Maternity Benefit Act
Paternity Leave	7

## 3. General Guidelines

- Employees must apply for leave with their reporting Manager's.
- The authority to sanction leaves within the normal entitlement lies with the discretion of the reporting Manager.
- The Leave Calendar/year means - January to December.

## 4. Leave - Governing Principles:

#### **4.1 Earned Leave / Privilege Leave**

- a. The company provides earned leave to employees when an employee is away from work due to planned long leaves for the purpose of travel, vacation etc.
- b. Earned leave shall be credited to employees on 1st January of every year at the rate of 21 day for 12 months or pro-rated for the period the employee has worked in the previous calendar year and credited as per clause 4.1.d
- c. New Joiners earn leave for the last year and leave so earned is availed of during the following leave year.
- d. If a new joiner due to unavoidable circumstances requires leave during the current year, application must be made for advance leave. New Joiner can avail earned leave as advanced leave. The advance leave granted should be adjusted against the earned leave that shall be credited to employees in future. However, should the employees separate from the services of the company for any reason whatsoever prior to the advance leave being adjusted, the cash value of the leave so granted shall be recovered from the employee.
- e. Employees who are recalled due to exigencies of work while availing earned leave, or earned leave with Leave and Travel Allowance, shall be permitted to avail of leave which is due to them either by extending the leave period, or any time in the same leave year at one stretch. Cost of recalling the leave will be borne by the Company.
- f. Employees can carry forward earned leave (Earned leave+ Earned leave cumulative) to a maximum of forty-five (45). Employees need to compulsorily avail 10 earned leave (suggested 5 at a time) during the calendar year which would otherwise lapse & will not be carry forwarded next year.
- g. Employees are permitted to prefix and suffix holidays/weekly offs to their earned leave. Holidays and weekends immediately preceding/succeeding the date of commencement/expiry of leave will not be counted as leave. Similarly, all other intervening holidays/weekly offs will also not be counted as part of the leave availed.
- h. An employee can take leave encashment while quitting services, superannuation, discharge, dismissal or death up-to the maximum accumulation/carry forward of forty-five (45) days.
- i. For calculating the amount payable as earned leave encashment, monthly gross salary will be taken into consideration.

#### **4.2 Sick Leave**

- a. The Company provides sick leave to employees when an employee is away from work due to illness.
- b. Employees are entitled to seven (07) days sick leave in a year.
- c. New Joiners will be eligible for sick leave on prorated basis for the pending months in a year.
- d. Un-availed sick leave can be accumulated up to max of 21 days after which it will lapse.
- e. Employee who is out on sick leave for three or more days must return to work with a doctor's certificate stating the nature of the illness and the employee's fitness to return to duty.
- f. If an employee is unable to work due to illness, the employee must notify his immediate supervisor as soon as possible after the onset of the illness, and certainly by the time the employee must report to work.

#### **4.3 Casual Leave**

- a. The company provides casual leaves to employees when an employee is away from work due to meeting any unforeseen exigencies.
- b. Employees are entitled to five (05) days casual leave per year.
- c. The casual leave will be credited on the first day of the year.
- d. Casual leave cannot be accumulated, and un-availed casual leave will lapse at the end of year.
- e. Casual leave cannot be availed for more than three days at a time.
- f. Casual leave can be prefixed and suffixed with holidays and weekly offs but cannot be combined with any other type of leave.

#### **4.4 Maternity Leave**

- a. The company provides maternity leave to women employees as per the Maternity Benefit (Amendment) Act, 2017 and rules as applicable.

#### **4.5 Paternity Leave**

- a. The company provides paternity leave to male employees in accordance to the expected fortnight of childbirth.
- b. Employees are entitled to 7 working days as paternity leave.
- c. Paternity leave should be availed within 6 months from the date of delivery of child.
- d. If such leave is not availed within the period of 6 months, it shall be treated as lapsed.

#### **4.6 Note**

- a. The policy is subject to any deviation or change at the discretion of management.