

## **Annexure: Leave Policy**

### **Version Control Details**

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<b>Version</b>	<b>Release Date</b>	<b>Released By</b>	<b>Summary of Changes</b>
V1.0	01 Jan 2016	HR Policies and Operations	New policy implemented
V1.1	01 Jan 2017	HR Policies and Operations	Provision of half day working clause added in Maternity Leave.
V1.2	01 Mar 2017	HR Policies and Operations	Encashment of PL revised
V1.3	01 Apr 2017	HR Policies and Operations	<ul style="list-style-type: none"><li>- Maternity Leave extended</li><li>- Child adoption leave extended</li><li>- Maternity Leave introduced for employees as commissioning mother</li></ul>
V1.4	01 Aug 2018	HR Policies and Operations	<ul style="list-style-type: none"><li>- Encashment of PL revised in case of Separation</li><li>- Applicability of Relocation Leave in case of transfer to employees on Fixed Term Contract</li><li>- Relocation leave claim period extended to 6 months</li><li>- Maternity leave applicable 8 weeks prior to expected date of delivery</li></ul>
V1.5	01 Jan 2019	HR Policies and Operations	Revised General guidelines
V1.6	01 Jan 2020	HR Policies and Operations	<ul style="list-style-type: none"><li>- PL accumulation criteria</li><li>- New Addendum for PL in calendar year 2021</li><li>- FAQ (Frequently asked Questions)</li></ul>
V1.7	01 Dec 2021	HR Policies and Operations	<ul style="list-style-type: none"><li>- Detail on Maternity leave for third child</li><li>- Revised Addendum for SPL</li></ul>
V1.8	02 Jan 2023	HR Policies and Operations	<ul style="list-style-type: none"><li>- Outdoor Leave type disabled in ESS</li><li>- Field Visit leave type introduced in ESS</li></ul>
V1.9	01 Apr 2023	P&R	<ul style="list-style-type: none"><li>- Clause of 'Married Female' eligible for Maternity leave modified as 'Female employees' eligible for Maternity leave</li><li>- Enhancement of adoption leave if the adopted child is below the age of 3 months</li></ul>

## **A. REGULAR LEAVE: -**

**A.1 Common Leave:** - These shall be applicable to both working on 5 days work week construct and 6 days work week construct.

### **1.1 Privilege Leave (PL):-**

- 1.1.1 Eligibility for Leave entitlement: 24 working days shall be entitled to those employees who have worked for the entire last calendar year.
- 1.1.2 How is it credited? - PL accrued/earned for a year shall be credited to the employee's leave balance on the first of January of the subsequent year. For example, for an employee who has worked for the entire 2015 calendar year (January to December), 24 days PL shall be credited on 1<sup>st</sup> January 2016.
- 1.1.3 Joining at the middle of the year: - Employees who join during the course of the year shall be credited pro rata leave from the date of joining. Pro rata reduction on account of "Absence without Leave (AWL)" or "Leave without Pay (LWP)" shall be made before arriving at the accrued PL for the year.
- 1.1.4 In case of Resignation: - Employees resigning during the course of calendar year shall be entitled to PL for that year on a proportionate basis.
- 1.1.5 How can I utilize PL? -
  - 1.1.5.1 PL may be availed for a minimum of 1 (one) day and any number of times during the year.
  - 1.1.5.2 For claiming LTA, PL / Advance PL of 5 consecutive working days must have been availed.
- 1.1.6 Use case: -
  - 1.1.6.1 For employee with DOJ 1<sup>st</sup> January 2020, 24 Privilege Leaves shall get credited to Next year leave quota on 1<sup>st</sup> Jan 2021.
  - 1.1.6.2 For employee with DOJ 1<sup>st</sup> April 2020, 18 Privilege Leaves shall get credited to Next year leave quota on 1<sup>st</sup> Jan 2021.
- 1.1.7 Leave Accumulation (Treatment of Un-utilized Leaves): - Accumulation of leaves shall be governed by the date of joining the company. This shall be subject to maximum accumulation limit as defined below:

<b>Date of joining on or before 31.03.2014</b>	Up to 120 days
<b>Date of joining on or after 01.04.2014</b>	Up to 60 days

**1.1.8 Encashment of Leaves: -**

- 1.1.8.1 In case of separation, the leave balance including pro-rata leave, accrued up to date of separation shall be encashed at the last drawn Basic Salary, subject to maximum of 60 days, irrespective of any excess PL balance.
- 1.1.8.2 Before arriving at the PL balance for encashment, shortfall in notice period and/or pending dues, if any, shall be first adjusted against the existing PL balance which should not exceed 60 days.
- 1.1.8.3 All tax and other legal implications on account of such encashment shall be borne by the employee.

1.1.9 Leave Plan: - The line manager, at the beginning of the year may formulate a leave plan for all employees working in the team. The leave plan shall be reviewed once again mid-year, i.e. in June, to ensure that all employees plan their leave in a manner that does not have an adverse impact on work.

1.1.10 Advance PL (APL): - In case the PL balance standing to the credit of an employee has been fully exhausted, the line manager may sanction advance PL at his/her discretion. A maximum of 24 Advance PLs may be credited to the employee's leave balance.

**1.2 Optional Paid Holiday (OPH): -** Optional Paid Holidays shall continue as per the existing practices at respective locations/sites. A total of 3 optional paid holidays shall be availed by an employee per calendar year. Un-availed optional paid holidays shall lapse at the end of each year.

**A2. 5 Days work week construct: -**

**2.1 Contingency Leave (CTL): -**

- 2.1.1 Eligibility: - Employees on 5 days work week construct shall be eligible for 6 days CTL per calendar year (January to December) on full pay.
- 2.1.2 Leave Accrual: - This shall be credited to the employee's leave balance on the first of January each year.
- 2.1.3 Joining at the middle of the year: - Employees who join during the course of the year shall be eligible for pro-rata leave and the same shall be credited to the leave balance on the date of joining.
- 2.1.4 Leave calculation: - Holidays and other weekly off days falling before, after or within the period of CTL shall not be counted as part of CTL.

2.1.5 Leave Accumulation: - There shall be no accumulation of CTL. Un-availed CTL shall lapse at the end of each calendar year.

2.1.6 Encashment of Leaves: - There shall be no encashment of CTL.

### **A3. 6 Days work week construct: -**

#### **3.1 Casual Leave (CL): -**

3.1.1 Eligibility: - Employees on 6 days work week construct shall be eligible for 8 days CL per calendar year (January to December) on full pay.

3.1.2 Joining at the middle of the year: - Employees who join during the course of the year shall be eligible for pro-rata leave and the same shall be credited to the leave balance on the date of joining.

3.1.3 Leave calculation: - Holidays and other weekly off days falling before, after or within the period of CL shall not be counted as part of CL.

3.1.4 Leave Accumulation: - There shall be no accumulation of CL.

3.1.5 Encashment of Leaves: - There shall be no encashment of CL. Un-availed CL shall lapse at the end of each year.

3.1.6 Use Case (Treatment of existing CL leave balance of employees who migrate to a five-days work week): Contingency Leave shall be calculated based upon the CL balance reflecting in the system for the calendar year.

3.1.7 Leave Accrual: - This shall be credited to the employee's leave balance in advance on the first of January each year.

#### **3.2 Sick Leave (SL): -**

3.2.1 Eligibility: - Employees on 6 days work week construct shall be eligible for 10 days SL per calendar year (January to December) on full pay.

3.2.2 Leave Accrual - SL accrued for a year shall be credited to the employee's leave balance on the first of January of the subsequent year. For example, for an employee who has worked for the entire 2015 calendar year (January to December), 10 days SL shall be credited on 1<sup>st</sup> January 2016.

3.2.3 Joining at the middle of the year: - Employees who join during the course of the year shall be eligible for pro-rata leave from the date of joining. Pro-rata reduction on account of "Absence without Leave (AWL)" or "Leave without Pay (LWP)" shall be done before arriving at the accrued SL for the year.

3.2.4 Leave calculation: SL beyond 2 days shall be granted by the line manager only against a certificate of illness from a Registered Medical Practitioner. Holidays and weekly off days falling before, after or within the period of SL shall not be counted as part of SL.

- 3.2.5 Leave Accumulation: - Accumulation of leaves shall be governed based on the Date of joining the company.

<b>Date of joining on or before 31.03.2014</b>	Up to 120 days
<b>Date of joining on or after 01.04.2014</b>	Up to 60 days

- 3.2.6 Encashment of Leaves: -

- 3.2.6.1. At the time of Superannuation or Death, the balance SL including pro-rata leave accrued till the date of separation, shall be encashed at the last drawn basic salary.
- 3.2.6.2. Such encashment shall be up to a maximum of 60 days, irrespective of the day of joining.
- 3.2.6.3. All tax and other legal implications on account of such encashment shall be borne by the employee.
- 3.2.7 Advance Sick Leave: - In case the SL balance standing to the credit of an employee has been fully exhausted, the line manager may sanction advance SL at his/her discretion.
- 3.2.8 Use Case (Treatment of existing SL leave balance who migrate to a five-days work week):
- 3.2.6.4. There shall be no further accrual of SL from the date of migration to Five Days Week,
- 3.2.6.5. Existing SL shall continue to reflect in the employee's leave balance and may be utilized as may be required,
- 3.2.6.6. Accrued SL up to the date of migration to Five Days Week shall be credited to the employee's leave balance on the 1<sup>st</sup> of January of the following year.
- 3.2.6.7. At the time of Superannuation or Death, up to a maximum 60 days shall be encashed at last drawn basic salary.

## **B. SPECIAL PURPOSE LEAVE: -**

### **1. Joining / Relocation Leave: -**

#### **1.1. Eligibility: -**

- 1.1.1. An employee who has been recruited from outstation and/or being transferred to an outstation which is beyond 100 KMs from the base location shall be eligible for joining/ relocation leave of a maximum of 5 consecutive working days on full pay for the purpose of relocation and settling down in the new location. Employees in Executive job level should be son of soil and hence shall not be eligible for the leave.

- 1.1.2. Relocation leave shall also be applicable to employees on Fixed term contract only in case of transfer, effective Jan 01, 2018. Refer details available in Domestic relocation policy.
- 1.1.3. This leave shall not be applicable to employees on deputation/secondment to other locations and Consultants/ retainers engaged for short term assignments.
- 1.1.4. Leave Accrual: - This shall be credited to the employee's leave balance at the time of joining or once the transfer action is run by the respective HRBP/Recruiter. Such leave shall be a one-time measure and may be utilized within 6 months from joining/transfer.
- 1.1.5. Leave calculation: - This shall exclude any intervening holidays/weekly offs and also travel to and from the work location.
- 1.1.6. Encashment/ Accumulation of Leaves: - There shall be no encashment or Accumulation of Joining/ Relocation Leave.

## **2. Marriage Leave: -**

- 2.1 Eligibility: - Employees shall be eligible for a marriage Leave of 5 consecutive working days for self, on full pay, 1 month before or after the date of Marriage for which the spouse details should be maintained in system.
- 2.2 Marriage leave may be availed for a maximum of 2 times during the course of employment.
- 2.3 Leave calculation: - Holidays and weekly off days falling before, after or within leave shall not be counted as part of leave.
- 2.4 Procedure to avail Marriage Leave:
  - 2.4.1 Employee should update spouse details in the system. Path: ESS>Personal Information>Family Details>Add Spouse.
  - 2.4.2 Marriage Leave quota shall be automatically created for the employee.
  - 2.4.3 Employee shall apply for marriage leave through Employee Self Service portal>Attendance>Attendance and Leave>Leave>Apply>Marriage Leave.
  - 2.4.4 Marriage Leave request shall go to the reporting manager for approval.

## **3. Maternity Leave: -**

The organization provides continuity of service to female employees during their absence from work for confinement due to pregnancy by giving maternity leave.

Female employees covered under the Employee's State Insurance Act & Scheme statute shall be governed by the provisions of the Act with regards to maternity benefits and shall not be governed by this policy.

Additionally, under this Policy, female employees who resume work post Maternity Leave, are provided with an option to work for half day/half pay on return from Maternity Leave for up to six (6) months. This benefit may be availed in continuation upon return from Maternity Leave. All such Female employees shall be eligible for pro-rated salary,

bonus and leaves during this period. An application should be shared with the immediate manager and HRBP, at least 1 month prior to avail this option. HRBP shall ensure that appropriate attendance is maintained for half day/half pay work option for

the employee in system. The application form should be maintained in employee's personal file.

For Female employees not covered under the Employee's State Insurance Act & Scheme, provisions in line with the Maternity Benefit Act, 1961 shall apply.

In summary:

**3.1 Eligibility: -**

- 3.1.1 Maternity leave not exceeding 182 calendar days shall be granted with full pay, provided the woman employee has worked for at least 80 days during the 12 months immediately preceding the expected date of delivery.
- 3.1.2 Maternity Leave may not commence earlier than 56 calendar days prior to expected date of delivery in case of First Two children.
- 3.1.3 Female employees covered under ESIC shall receive maternity benefit through ESIC. Maternity leave due to this shall be without pay. The employee shall have to apply for Maternity benefit from ESIC local office. Contact HRBP for any support needed.
- 3.1.4 Duration of Maternity leave for third child onwards, shall not exceed 84 calendar days. In these cases, maternity leave may not commence earlier than 42 calendar days prior to expected date of delivery.

**3.2 Leave calculation: -**

- 3.2.1. Such leave may be granted in conjunction with any other un-availed earned / accrued leave provided the total period of absence does not exceed 215 calendar days.
- 3.2.2. Maternity leave should not commence earlier than 8 weeks (56 calendar days) prior to expected date of delivery.
- 3.2.3. Holidays and other weekly off days falling before, after or within the period of Maternity leave shall be counted as part of leave.
- 3.2.4. In the unfortunate event of a miscarriage, leave of 6 weeks from the date of miscarriage shall be granted with full pay.

**3.3. Maternity Medical Bonus**

- 3.3.1. Every woman employee is eligible for maternity medical bonus of INR 3,500 (Three Thousand Five Hundred only).
- 3.3.2. Any applicable taxes will be borne by the employee
- 3.3.3. This is applicable in cases where woman employee has availed leave for delivery of a child, premature birth of a child, miscarriage, illness arising out of pregnancy etc.
- 3.3.4. This is also applicable to an adopting mother and commissioning mother

### **3.4. Commissioning Mother**

- 3.4.1.** Commissioning mother (defined as a biological mother who uses her egg to create an embryo implanted in any another woman) will be provided 12 weeks (84 calendar days) of leave from the date the child is handed over to her.
- 3.4.2.** The woman employee shall make a written application for leave addressed to the immediate manager at least 3 months in advance for the company to make work arrangements in her absence
- 3.4.3.** Along with the application she needs to submit a copy of the medical certificate from a Registered Medical Practitioner certifying that she is a commissioning mother and specifying the date on which the child will be handed over to her.
- 3.4.4.** These documents also needs to be submitted to the HR Business Partner (HRBP) for filing in personal records

## **4. Paternity Leave: -**

- 4.1 Eligibility: - Married male employees shall be eligible for a Paternity Leave of 5 consecutive working days on full pay during the first 12 weeks of the child's birth.
- 4.2 Leave may be availed for a maximum of 2 times (for 2 children) during the course of employment. In the instance of birth of twins, the same shall be considered as a single Birth/event.
- 4.3 Leave calculation: - Holidays and weekly off days falling before, after or within leave shall not be counted as part of leave.

## **5. Child Adoption Leave: -**

- 5.1 Eligibility: -
  - 5.1.1. Employees shall be eligible for Child Adoption Leave of 4 consecutive weeks (28 calendar days) on full pay in the event that they adopt a child, during the first 12 weeks of child adoption.
  - 5.1.2. This shall be applicable for adoption cases up to the child being 12 years of age.
  - 5.1.3. Female employee adopting a child below the age of 3 months, shall be eligible for paid Child adoption leave for a period of 12 weeks from the date the child is handed over to the employee i.e. adopting mother.
  - 5.1.4. Child Adoption Leave shall be availed only after the adoption process is complete as per the local laws.
- 5.2 Leave calculation: - Holidays and weekly off days falling before, after or within the leave shall be counted as part of leave.



**5.3 Process of Application: -**

- 5.3.1. Employee shall send an email request to Line Manager & HRBP for child adoption leave along with a copy of Child Adoption Certificate.
- 5.3.2. HRBP shall raise request in ESS under MY HR Queries attaching the Adoption Certificate and date of adoption.
- 5.3.3. Child adoption leave quota shall get created in system.
- 5.3.4. Employee can apply the leave through ESS for 28 consecutive calendar days or 12 weeks, as applicable.

**5.4 Use case: -**

- 5.4.1. Leave shall be availed for a maximum of 2 times during the course of employment. For example, adoption of twins shall be considered as a single adoption event.
- 5.4.2. In case the team member and the spouse are employed with Jio group companies, they both shall be entitled to 4 weeks each of Child Adoption Leave.
- 5.4.3. In case the team member and the spouse are employed with Jio group companies and adopts a child below the age of 3 months, then female employee shall be eligible for paid Child adoption leave for a period of 12 weeks from the date the child is handed over to the employee i.e. adopting mother and male employee shall be entitled to 4 weeks each of Child Adoption Leave.

**C. General Guidelines**

- 1. There shall be no restriction on the leave combination.
- 2. Weekly Offs/ Holidays falling during LWP and AWL shall be counted as absent days.
- 3. All leaves except leaves taken due to Medical reason or due to any personal exigencies shall be planned and duly approved by approving authority before proceeding for leave.
- 4. If for some valid reason, prior approval cannot be taken before proceeding on leave, the approving authority shall be intimated verbally.
- 5. **Refusal of leave:**  
In the event of an employee applying for leave and such leave not being granted due to service exigencies, the approving authority shall need to record reasons for not sanctioning leave.
- 6. **Unauthorized leave:**  
If an employee remains absent unauthorized from the duty or overstays the period of leave originally granted or subsequently extended, for a period of 8 consecutive days or more, the employee shall lose lien on appointment and shall be deemed to have voluntarily abandoned the services and the employee's name shall be struck off from the rolls of the Company (following a legal process).
- 7. **Resignation Subsequent to Leave:**

An employee, who proceeds on leave and does not resume duties thereafter or submits his/her resignation or is treated as having voluntarily abandoned the service, shall forfeit his/her right to leave and shall lose lien on appointment and the resignation may, at the Company's sole discretion, be accepted from his/her last working day in the Company, notwithstanding the leave granted earlier.

#### **8. Adjustment of Shortfall in Notice Period:**

- 8.1 The shortfall in notice period shall be adjusted against PL as accrued/available in the employee's leave balance as on date of leaving.
- 8.2 Any shortfall after adjustments from leave balances shall be recovered on the last drawn Basic Salary.
- 8.3 The Service Tax liability on account of Notice Period recovery/waiver, as applicable, shall be borne by the employee.
- 8.4 Any waiver of Notice Period under exceptional circumstances after due concurrence of the management shall be effected only after adjustment of accumulated PL.

#### **9. Reserved Rights**

The management shall reserve the right to change or modify the guidelines at any point for any employee and/or group of employees depending on the need and requirements of the organization.

*These guidelines provided herein above are what shall normally be applicable to all the employees. However, in case at any stage, should the statute warrant that a different guideline be prescribed for leave and/or holidays, the same shall be done by re-adjusting the existing total leave and/ or holidays.*