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| Title          | : <b>LEAVE POLICY</b> |
| Document No    | : HG/HR/2015/001      |
| Effective Date | : 01.01.2018          |

- 1. APPLICABILITY:** These leaves will come into force with effect from 1<sup>st</sup> January 2018 and suspended all earlier orders and circulars.
- 2. ELIGIBILITY:** All the regular employees including trainees of Hetero Healthcare and Azista Industries Pvt. Ltd. are eligible for leave as per the details given below:

- **Type of leave:**  
 (a) Earned leave (or) Privilege leave (b) Sick leave. (c). Casual leave  
 (d) Maternity leave (for employees not covered under ESI Act) (e) Marriage Leave
- **Calendar Year: January to December**
- **Classification of employee:**  
 (a) Employees covered under ESI Act - **category 'A'**  
 (b) Employees not covered under ESI Act - **category 'B'**
- **D. Quantum of leave:**

| Nature of leave |                  | Category 'A'   | Category 'B'         | Accumulation           |
|-----------------|------------------|--|----------------------|------------------------|
| Earned Leave    | Factories        | As per the Factories Act                                   |                      | Up to a max of 30 days |
|                 | Offices/Branches | As per the Shops & Establishment Act of respective States. |                      |                        |
| Casual Leave    |                  | 10 days  | 10 days              | Cannot be Accumulated  |
| Sick Leave      |                  | As per ESI Act   | 10 days              | Cannot be Accumulated  |
| Maternity Leave |                  | As per ESI Act   | As per Maternity Act | Not Applicable         |
| Marriage Leave  |                  | 11 days  | 11 days              | Not Applicable         |

### **3. EARNED LEAVE:**

- employee who worked for a period of 240 days or more in a calendar year shall be allowed earned leaves/privileged leaves during subsequent calendar year @ one day per every 20 days of working.
- Earned leave is credited to the employee at the beginning of the calendar year or completion of one year of service (in case of new joiners) subject to clause above.
- Earned leave cannot be availed more than three times in a year.
- Earned leave can be availed for a minimum of period 03 days and fraction of a day i.e. half a day is not allowed.
- Earned leaves can be accumulated up to a maximum of 30 days.
- Holidays / week offs falling during or at the end of the leave period are counted as part of leave.
- Any fraction of day shall be rounded off to the next highest.

#### **4. EANCASHMENT OF EARNED LEAVE:**

- A minimum balance of 30 days must be maintained at the credit of an employee.
- The employee can avail encashment over and above 30 days standing to his credit.
- Earned leave encashment is subject to income tax deductions.
- Earned leaves at the credit of employee are encashable on the day of leaving or separation of the organization.
- Leave encashment in case of death of employee, shall be paid to the nominee as declared in PF/Gratuity or to any authorized legal hei.
- Encashment of earned leave is calculated on basic salary.
- Encashment is allowed once in a calendar year in the month of January. More than 30 earned leaves will be encashed automatically by HR department in January month every year.

#### **5. CASUAL LEAVE:**

- Casual leave can be availed continuously not exceeding three days.
- Holidays/week offs falling during the leave period are not counted as a part of leave.
- Employee joined in the middle of the year will be given on pro rata basis.
- Un availed leave will be lapsed at the end of the calendar year and are not encashable.
- Half day casual leave is allowed.

#### **6. SICK LEAVE:**

- Employees who are covered under ESI are eligible for sick leaves as per ESI Act and those who are not covered under the purview of ESI scheme are eligible 10 days Sick leave in a calendar year.
- Employees joined in the middle of the year will be considered on pro rata basis.
- Sick leave must be supported by a valid medical certificate, if the employee avails leave for more than 3 days.
- Intervening holidays/week offs during leave period shall be considered as leave.
- Un availed SL will be lapsed at the end of calendar year and also not encashable.
- Employees who are on Sick leave for more than 15 days are advised to get the medical reports certified / endorsed by the respective Company Medical Officer (CMO) compulsorily about its genuineness, fitness or a Medical Fitness Certificate shall be produced before resuming to duty by the registered doctor who is having at least MBBS degree with registration number.

#### **7. MATERNITY LEAVE:**

- Women employees who are not covered under ESI Act are eligible for Maternity Leave as per Maternity Benefit Act.
- Women employees, who are covered under ESI, are eligible for maternity leave as per ESI Act.
- Fitness certificate shall be produced to the HR department before resuming to duty after availing Maternity benefit.

#### **8. MARRIAGE LEAVE:**

- Employees completed one year of service with the company are eligible for Marriage Leave.
- Intervening holidays/week offs falling during in leave period shall be counted as part of leave.
- Marriage leave will be given only once in a life time.

#### **9. LEAVE DURING NOTICE PERIOD:**

Employees are not permitted to avail any type of leave during the notice period. In case of emergency employee wish to avail any leave, their notice period will be extended against the availed leave period.

#### **10. GENERAL CONDITIONS:**

- It is primary responsibility of an employee to apply leave in advance in I-connect and after sanctioned by the concerned HOD only shall proceed on leave. Mere submission of leave to the HOD does not deem to be considered as leave sanctioned.
- Due to certain un avoidable circumstances, if an employee did not apply leave in advance, he/she has to inform to the concerned HOD and HR Department by phone or any other mode of communication for absence from work and he/she has to submit the leave application immediately after he/she reports for duty.
- In case, an employee wants to extend his/her leave over and above his sanctioned leave, has to take prior permission from his/her HOD justifying his/her extension of leave and the concerned HOD has to inform the same to HR department.
- Leave cannot be claimed as a matter of right.
- Sanction of leave shall be at the discretion of the HOD.
- The company reserves right to curtail/refuse the leave or recall an employee in case of exigencies or work so warranted
- Combination of CLs and PLs are not permitted,
- But, combination of PL and SL are allowed. However, Intervening holidays / weekly offs between SL and PL leaves shall be treated as leave.
- The rules can be changed, altered, modified or amended by the Management at its discretion.

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