

## Benefits and General Guidelines of ESS Portal (GreytHR)

### Benefits:-

- Employee can view and regularize their attendance record through the ESS portal,
- Employee can apply or cancel any type of leave through the ESS portal,

### General Guidelines:-

- All employees are hereby advised to adhere the rules according to Leave Policy

#### For Example:-

Employees on probation period will only be eligible to avail leave on completion of 30 working days of duty. While employees on training period will only be eligible to avail leave only on completion of 60 working days of duty.

- Leave application shall be submitted well in advance except in case of sick leave, Compassionate Leave and Paternity Leave.
- Sick Leave shall be regularized within 2 working day from the day he/she resume back to duty,
- Merging of leaves will be not allowed as per the policy,
- Attachments are required to be attached as per the leave policy,
- Apply leave **below 2 days** approval by **Section head** ; **3-5 days** approval by **Dept. head** ; **6 days above** approval **Plant head/ Commercial Head** and need attached internal report

For, Maxxis Rubber India Private Limited,

AVP – HR & Administration Department



All Types of Leave Rule		
Type of Leave	Rule	Proof to Submit
Casual Leave (CL)	<ul style="list-style-type: none"> <li>- Maximum 3 days at a time.</li> <li>- Apply at least before 3 days in advance.</li> <li>- Cannot be clubbed or merged with any types of leave.</li> </ul>	N/A
Sick Leave (SL)	<ul style="list-style-type: none"> <li>-SL can be clubbed or merged with PL.</li> <li>Only for admitted due to major surgery, accident for a long period and apply for leave, his/her absence will be adjusted against PL leave due to him. If no leave balance is due then, the same will be considered as leave without pay.</li> <li>- Any employee, who to avail SL, should be approved within 2 days after resuming duty.</li> </ul>	<p><b>*Apply more than 1 day :</b> Doctor prescription or Medical bills</p> <p><b>*Apply 3 - 7 days:</b> Medical certificate from Registered Medical Practitioner.</p> <p><b>*Apply more than Week (7days) :</b> Physical fitness certificate before continuing duty.</p>
Ceremonial Leave	-Apply for the leave of 3 days in case of their own Marriage. It'll be lapse after 1(one) months.	Own marriage invitation card / marriage certificate hard / scan copy
Compassionate Leave	- Apply for the leave of 3 days in case of death of Spouse, grand parent, parent or children. It'll be lapse after 1 (one) months.	Death Certificate & other related documents.
Paternity Leave	- Allow 5 days leave applicable subject to in case of spouse's delivery.	Medical certificate of his wife or birth certificate of child.
Maternity Leave (ML)	<ul style="list-style-type: none"> <li>-Female employee shall be entitled to avail maternity benefit for 26 (twenty-six) weeks, and two conditions as below:</li> <li>(1). Eight weeks of maternity leave in pre-natal condition it Should not exceed more than 8 weeks.</li> <li>(2). After the day of her delivery, she will be entitled to avail remaining weeks of maternity leave in post-natal condition.</li> </ul>	Apply this leave application along with a certificate from the registered Gynecologist + Obstetrician stating the expected date of delivery.
Privilege Leave (PL)	<ul style="list-style-type: none"> <li>-PL apply minimum 4 days and maximum 10 days.</li> <li>- PL can only apply 3 times in a year.</li> <li>-PL, shall apply at least before 7 days in advance.</li> <li>-All Trainees will not be entitled for Privilege Leave during the training Period.</li> </ul>	More than 6 days /above leave prepared <b>Internal report or related certificate/documents</b> and approved by <b>Section Head-&gt;Dept. Head-&gt;Plant Head/Commercial Head</b> .

**Note:** Not complying with the above guidelines or any of the rules of leave policy, will be treated as "absent" which will result in "loss of pay or leave without pay".