

Leave Policy

To enable a healthy work life balance for the employees with the intention of providing rest, recuperation, fulfilling social obligations including personal emergencies / exigencies the Company encourages employees to avail leave in a systematic way that allows employees to balance the demands of work with their personal life.

The leave calendar is applicable from Jan to Dec of every year and includes the following:

- 20 days of Privilege Leave (PL)
- 12 days of annual national holidays (including 2 days flexible leave)
- 12 days of Sick leaves per year
- 26 weeks of maternity / adoption leave as per Maternity Benefit Act
- 20 days of paternity / adoption leave.

Note: Anyone joining during the mid fiscal year (Jan – Dec) shall be granted leave on pro-rata basis.

Administration of Privilege Leave

- *Clubbing of Leaves and Holidays*

Leaves are calculated on the number of working days taken off from work. Any suffix & prefix for weekends and holidays falling in between leave period will not be considered as leave.

- *Leave Accumulation*

Privilege Leave can be accumulated and carried forward up to a maximum of 30 days. Any leave accumulated more than 30 days will automatically lapse. Unutilized Sick leaves shall stand lapsed at the end of the year.

- *Encashment Of Leave*

Only privilege leave can be encashed at the time of separation up to max 30 days. The encashment will be done on the last drawn Basic salary component.

- **Accumulated leaves** cannot be adjusted in lieu of notice period.

Maternity Leave

All female employees, who have worked continuously for a period of at least 80 days during immediate 12 months preceding the date of expected delivery, are entitled to maternity leave as per Maternity Benefit (Amendment) Act, 2017 of a total of 26 calendar weeks*, whether taken before or after delivery.

- Total maternity leave should not exceed 26 weeks* (All weekends and holidays during the Maternity leave period, will be considered part of maternity leave.) for the first two children.
- Those proceeding on Maternity Leave will be paid full salary during the period.
- In case of miscarriage or medical termination of pregnancy, an employee can avail of paid leave up to 6 weeks Maternity Benefit Act, 1961, starting from the day of miscarriage or termination, subject to supporting documents.
- In case of maternity leave, employees are required to submit application at least 3 months in advance of the expected date of delivery. Employee is also required to produce a medical certificate confirming the pregnancy, detailing the expected date of delivery and recommended date of commencement of maternity leave.

Paternity Leave

All male employees will be granted 20 working days of paid paternity leave to be availed within 6 months from the birth/adoption of his child. A formal communication along with supporting documents needs to be submitted to the Reporting Manager and HR. Employees have the flexibility to utilize these leaves on max two separate occasions within the initial six months.

Bereavement Leave

The Company recognizes that employees may need time off following the death of a family member. Bereavement leave with pay will be granted in the event of an employee's relative or relative-in-law as indicated in the tiers below:

Up to 10 days - significant other, child or another relative considered to be a direct dependent.

Up to 5 days - parent, sibling or another relative considered to be next of kin.

Leave Without Pay

Once an employee exhausts his/her leave balance, all further approved leaves will be considered leave without pay. Leave without pay will be calculated as number of calendar days not worked days. Hence any public holiday/weekend will be counted in the leave without pay.

Leave in Lieu

Objective - The guiding principle is to provide employees with paid leave in lieu of additional hours worked on weekends and public holidays.

Definition

- Employees who have been involved at work on public holidays and weekends are entitled to leave in lieu.
- Definition work: By work under leave in lieu, is work performed for a minimum of 5 (five) hours with the knowledge of the reporting manager.
- This leave accrues monthly and must be taken within the month of accrual.

Entitlements

- The leave application must be duly approved by the reporting Manager via email with copy to HR.
- In case of an entire group working on a weekend /public holiday, the manager is advised to approve leave to everyone at different times and not the entire group on the same day.
- All leave in lieu is tracked / administered over email.
- In case an employee is unable to utilize the leave in lieu within 30 days, it stands lapsed. Any exceptions must be approved by HR & reporting manager as deemed necessary.
- Leave in lieu is not encashable, including at the time of exit or separation.
- At the time of exit/ separation of an employee, any unutilized leave in lieu will be allowed to the employee.
- There is no half day concept for leave in lieu.
- Leave in lieu may be allowed along with PL (Privilege leave), but not with SL (Sick leave).

STEPS FOR SUBMITTING LEAVE REQUESTS:

- Login into [UKG](#)
- Select Time Management
- Scroll to the top right to click on “ ADD “ button to submit your leave request

