

Title: LEAVE POLICY	Version: 3.0	Effective date: 01.01.2024	Revision date: 29.12.2023
Policy No. : 03			

1. OBJECTIVE:

- a. The objective of the Leave Policy is to give provision to the employees to balance their personal as well as professional life.
- b. The objective is to provide information to all the employees about the leaves and the procedure to avail their leaves

2. SCOPE:

All permanent employee will be covered by this leave policy and all new joiners will be covered from the date of joining.

3. PROCESS DESCRIPTION:

For all leave calculations, calendar year will be from 1 January to 31 December. New joiners leave eligibilities will be prorated till December 31st, from the date of joining.

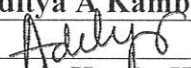
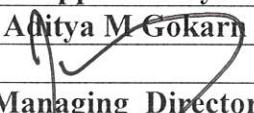
4. TYPES OF LEAVES:

Casual Leave (CL): Casual Leave refers to paid leave which an employee is entitled to avail without prior notice due to any sudden exigency or emergency. Upon availing CL an employee must inform his/her Head of Department as soon as possible and get the leave approved immediately upon resuming duty.

Sick Leave (SL): Sick Leave refers to paid leave which an employee is entitled to avail on account of any temporary illness. Upon availing SL an employee must inform his/her Head of Department as soon as possible and get the leave approved immediately upon resuming duty.

Earned Leave (EL): Earned Leave refers to leave with wages credited on yearly basis on the basis of number of days worked in the previous calendar year. EL cannot be availed without prior approval.

Original Issue Date : 30.06.2015	Revision No: 03	Date : 29.12.2023
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	Prepared By	Approved By
Name	Aditya A Kamble	Aditya M Gokarn
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Designation	Group Head - HR	Managing Director
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5. RESTRICTED HOLIDAY:

A Restricted Holiday is a holiday that an employee can take on their own, in addition to the organizations stated National and Festival Holidays, to suit their festival and cultural demands. Employees who worked for at least 240 days in the preceding calendar year will be eligible for RH the following year. Employees who claim a RH shall inform their HOD and obtain the prior approval before availing.

Note: Restricted Holiday is applicable only to the employees in Workmen Cadre.

6. LEAVE ENTITLEMENT:

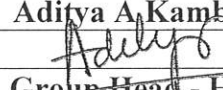
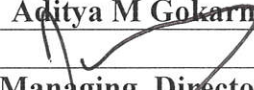
S.N	PARTICULARS	LEVELS	LEAVE ENTITLEMENT	
			CASUAL/SICK LEAVE	EARNED LEAVE
1	Entitlement per year	Executive & Below	13 (7 CL / 6 SL)	15 Days per annum (1 EL for every 20 working days)
		Sr.Executive & Above	13 (7 CL / 6 SL)	20 Days per annum (1 EL for every 15 working days)
2	Availment of Leave	Executive & Below	Minimum of half day and Maximum of 3 days can be availed at a time. Sanction of Sick Leave over & above 3 days is subject to the production of Medical Certificate	Minimum of 3 days & maximum of 20 days at a stretch on a maximum of 4 occasions in a year.
		Sr.Executive & Above		
3	Can un-utilized leave be accumulated?	Executive & Below	SL, up to 21 days leave can be accumulated and will not be encashed.	Yes, up to a maximum of 30 days can be accumulated at the end of the year.
		Sr.Executive & Above		
4	Can accumulated leave be encashed?	Executive & Below	No	Yes. After the earned leave gets credited in the beginning of the year, keeping the minimum balance of 30 days, excess leave will be encashed in the subsequent month.
		Sr.Executive & Above	No	
5	Can it be combined with any other Leave	For All levels	Yes, can be combined with EL and Compensatory Offs	Yes, can be combined with SL and Compensatory Offs

Note:

- Employees covered under ESI are not eligible for Sick Leave.
- All the employees who are eligible for EL are allowed to avail less than 3 days EL subject to the prior approval from their superiors.
- In order to create a healthy family environment to maintain work life balance, all the employees are allowed to avail minimum 6 days Earned Leave in a calendar year depending upon the professional needs and convenience.

7. MATERNITY LEAVE:

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Policy No. : 03	3.0	01.01.2024	29.12.2023

All female employees will be eligible for maternity leave under the provisions of the Maternity Benefit Act of 1961 or the Employees State Insurance Act of 1948.

8. COMPENSATORY OFF:

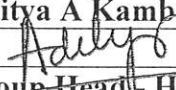
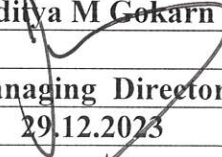
- Employees from Assistant to Executive level are entitled for Compensatory off if they work on any weekly off or a public holiday or in case of continuation of shift working for more than 4 hours in a day.
- Employees can avail this compensatory leave on any other working day of his/her choice within one month.
- The compensatory leave shall be availed compulsorily within one month, beyond which the compensatory leave will automatically lapse.

Note: Working on a holiday or weekly off or continuation of shift shall require the prior permission of the employees' Head of Department in the Leave Card provided for this purpose.

9. LEAVE CREDIT:

- All Leaves shall be calculated for the calendar year i.e., January to December and the same shall be credited to the eligible employees leave balance.
- Eligible employee will be credited with casual/sick leave on or before 01st of January every year, new employees Casual Leave & Sick Leave will be calculated on pro-rata basis from their date of their joining.
- Earned Leave will be credited to eligible employees on the 1st of January every year based on the number of days worked in the previous calendar year. Employees joining in the middle of the year would be eligible for Earned Leave on a pro-rata basis and shall be eligible to avail EL only after confirmation.

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- All employees will be encouraged to avail their Earned Leave during the calendar year to improve their well-being and health. However, if for whatever reason the employee is unable to use their earned leave, it may be carried over and accumulated up to the maximum number of days specified in clause 6 of this policy. The latest drawn Basic & DA (DA if applicable) shall be used to determine how much Earned Leave is immediately encashed if it exceeds the statutory maximum limit as stated in clause 6 of this policy. The encashment will take place in the month of January of each year.

10. PROCEDURE FOR AVAILING LEAVE:

10.1 APPLYING THROUGH LEAVE CARD:

10.1.1 A leave card (Refer Annexure No. 1) for every employee will be maintained by the HR department. For availing leave the employee will collect the card from the HR department and make necessary entries and get the same approved by their respective HOD.

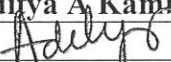
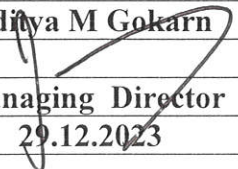
10.1.2 Upon receipt of the approved card, the representative of the HR Department scrutinizes the card to ensure that it does not violate Company's Leave rules, before recording the same in the attendance management system.

10.1.3 If the leave rules are violated, the leave card will be returned to the employee for correction and upon receipt of the corrected application the representative of the HR Department scrutinizes the card to ensure that it does not violate Company's Leave rules, before recording the same in the attendance management system.

10.1.4 Employees shall ensure that the leave has been approved before proceeding on leave. 7 days prior approval shall be taken for Earned Leave and 1 day for Casual Leave. However, only in exceptional and unavoidable circumstances the employee shall be permitted to communicate his absence from work to his superiors over the telephone or by writing a letter or email and later submit the leave card for approval after resuming duty.

10.1.5 In case of weekly off days and holidays falling in between the leaves will not be considered as part of the leaves.

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10.2. APPLYING THROUGH e-LEAVE:

- 10.2.1 Applicant shall login by using their personalized e-leave access.
- 10.2.2 Apply in the prescribed manner and submit for the HOD approval.
- 10.2.3 Upon receipt of the leave request, Approver has to approve or reject the leave application.
- 10.2.4 HR has to update the attendance as per the communication received after approvers' remarks.

11 CANCELLATION OF APPROVED LEAVE:

If an employee decides not to use a leave that has been approved, he or she must notify the HOD who approved the leave in writing of their decision to do so. The request will be approved or rejected by the HOD at his or her discretion, and if approved, it will be forwarded to the HR department for action in accordance the procedure.

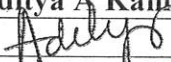
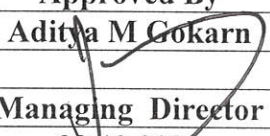
12 LEAVE WITHOUT PAY:

Normally, no unpaid leave will be allowed. In extraordinary instances, including as severe illness, a death in the family, and other serious and unforeseen events, the concerned HOD of the employee may decide to grant leave without pay.

13. DISCLAIMER:

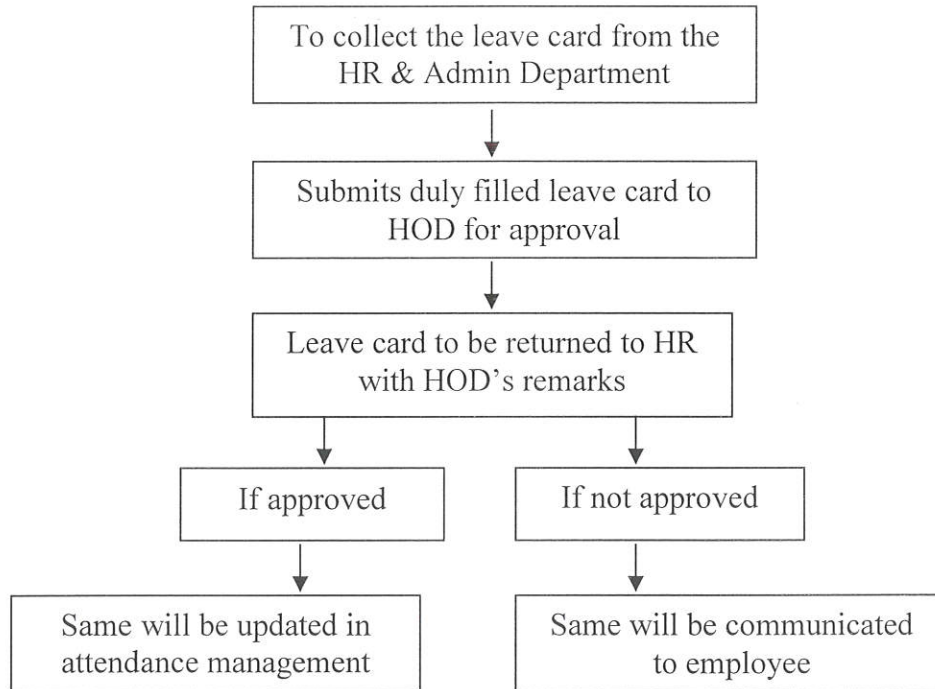
The Company reserves the right to change these terms and conditions at any time without prior notice. In the event that any changes are made, the revised terms and conditions shall be communicated accordingly.

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PROCESS FLOW:



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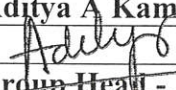
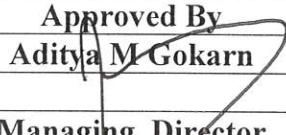
ANNEXURE: 1

Leave card

Name:						Employee Code:								
Designation:						Date of Joining:								
Department:						Unit:								
			EL	SL	CL									
Balance Leave as on :														
Leave Credited as on :														
Total Leave at Credit as on :														
Applied Date	Availed On		No. of Days			Signature of Employee	Reason Code	Sanctioned / Not Sanctioned		Signature of HOD	Balance Leave			Signature of HR
	From	To	EL	CL	SL			Yes	No		EL	CL	SL	

Page 1

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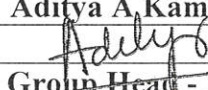
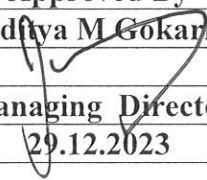
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COMPENSATORY OFF - WORKED & AVAILED DETAILS

Worked On	Availed On	Reason for Working	Sign of Employee	Recommended By Sanctioned / Not Sanctioned	Approved BY	Entered By HR	Remarks

Page 2

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