

## **L. Employee Leaves**

**Objective:** Guidelines regarding various types of leaves and procedures for availing the same.

### **General Guidelines**

1. **Leave Year:** The year for calculation of leave would be the financial year i.e., 1st April– 31st March.

### **2. Types of Leaves**

#### **a. All Purpose Leave**

- i. All associates & in house full time consultants on rolls of Company will be eligible for 2 days of APL per month worked (excluding period of leave in excess of APL and notice period in cases of involuntary exits, during which APL shall not accrue) i.e. 24 days of APL per year.
- ii. Leave will be counted on working day principle. In case a Weekly Off or Fixed Holiday gets sandwiched between APL dates, the intermediate days will not be treated as APL.

b. **Parental Leave:** The associates should have been in employment for a minimum period of 80 days to be eligible for Parental leave

#### **i. Maternity Leave:**

- a) Maternity leave will be applicable to female associates in case of pregnancy, delivery, post-delivery, and others as provided by Law.
- b) Female associates will be entitled to take maternity leave up to 182 days, i.e. 26 weeks for two surviving children out of which 56 days i.e. 8 weeks can be availed prior to delivery.
- c) For subsequent surviving children, 84 days i.e. 12 weeks of maternity leave can be availed by the female associate out of which 42 days i.e. 6 weeks can be taken prior to delivery.
- d) In the case of miscarriage or medical termination of pregnancy, associate will be entitled to leave with wages for a period of up to six weeks (42 calendar days). Such entitlement is subject to the production of a medical certificate.

#### **ii. Paternity Leave:**

- a) Paternity leave will be applicable to all male associates.
- b) Associate will be entitled to take Paternity Leave up to 5 days from/including the date of child's birth.
- c) Paternity Leave is applicable only for the first 2 children in the family.

#### **iii. Child Adoption Leave:**

- a) Child Adoption Leave Entitlement will be as below:
  - Maternal Adoption: 12 weeks.
  - Paternal Adoption: 05 days.
- b) The associate has to legally adopt the child in compliance with the adoption laws of the state.

- c) Maternal Adoption leave is also applicable to 'Commissioning Mothers' as defined in The Maternity Benefit (Amendment) Act, 2017.

iv. Emergency Leave :

- a. In case of a demise or severe illness in the family, an associate will be able to adjust up to 7 days of advance All Purpose Leaves.
- b. Emergency Leave can be taken only after exhausting any leaves earned till that date.
- c. The Emergency Leaves will be adjusted against the All Purpose Leave accruals of next 4 months.

**L Flexible Working Hours**

**Objective:** Define the business hours for associates in different departments of the Company and provide flexibility to associates to manage their work life balance.

**General Guidelines**

1. Business Hours:

- a. Standard Office Timings for all associates will be 9:30 am to 6:30 pm on all days.

2. Flexible Working Hours and Core Working Hours:

- a. Core Working Hours are defined as the compulsory working hours during which the associate needs to be present in office.
- b. All associates will have flexibility in reporting time and leaving time on a daily basis depending on their convenience subject to completion of weekly working hours as below.

Details	Associates at Site	Associates at HO
Standard Office Timings	09:30 am to 06:30 pm	09:30amto06:30pm
Flexibility	+/-30 minutes from start time and -60 minutes from end time	+/-60 minutes from start time and - 60 minutes from end time
Core Working Hours	10:00 am to 05:30 pm	10:30 am to 05:30 pm

- c. Associates will be required to complete 9 hours per working day, accounted on weekly basis (working days will be the number of days in the week – (less) weekly offs and applicable public holidays).
- d. The start timing of core working hours will be relaxed by one hour for those associates who work beyond 11 hours the previous day.
- e. Associate attending classes to pursue higher education will be allowed to leave up to 2 hours early or come in 2 hours late from scheduled time for a maximum of 2 days per week.
- f. Associates will be allowed to pursue CSR activities endorsed by the Company for up to 2 hours per week.

3. Compensatory Off:

- a. Compensatory Off is applicable only for associates at Levels 2, 3, 4 & 5.
- b. Compensatory Off can be clubbed with weekly off/paid holiday.
- c. If the Compensatory Off is not availed within the stipulated time, it will automatically lapse.

## **II. Workplace Benefits During Pregnancy**

**Objective:** Special work place benefits to female associates during pregnancy thereby conveying the company's support and understanding at an important time during the associate's personal life.

### **General Guidelines**

The following benefits will be applicable to eligible associates:-

1. **Travel Reimbursement:** To ensure safe travel to office and back home, associates at Levels 2, 3, 4 and 5 are encouraged to use taxi wherever possible for which the company will reimburse as per Company policy. In case the associates at these levels use their own car, they are expected to continue with the same and are encouraged to engage a driver whose remuneration will be reimbursed by the company as per Company policy.

For official travel, irrespective of entitlement as per Local Travel Policy, associates are advised to engage a taxi and in case they are using their own vehicle they can claim conveyance at the per km rate as provided in the Local Travel Policy.

2. **Rest Intervals:** Associates can take rest periodically after every 2 hours for 15minutes.
3. **Cafeteria Services at Workstation:** Associates will be provided services from thecafeteriaattheirworkstationonrequest.
4. **Health Food Basket:** Food Basket consisting nutritional food stuff would be made available & replenished once on every first working day of the week by HRMS cell.

Disclaimer:

*This Handbook summarizes some features of the current benefits/ plans offered. Associates are expected to refer the actual plan documents for detailed information and answers to specific benefit questions.*

*The terms, conditions and limitations of the official plan document governing each specific benefit plan will take precedence over the brief summaries found in this Handbook.*

*Should questions arise regarding the interpretation of any benefit plan; the answers will be determined by the actual plan documents, which you may obtain from the Human Resources Department.*