

CORPORATE LEAVE POLICY

This document provides guidelines and properly regulates rules for all types of Leave of absence applicable to the employees

*Geecon System Pvt.
Ltd. Leave Policy*

POLICY No: GSPL/CORP-HR/01

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1. DOCUMENT HISTORY

Version	Date	Author	Content/Changes
1.0	December 10, 2014	Nagendra Mishra	Initial Draft
2.0	August 7, 2015	Nagendra Mishra	Removal of EOL

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2. PURPOSE

The leave rules have been formulated to enable employees to maintain a healthy work life balance. Leave is given to the associates to provide for sickness/emergency/personal work/rest and recreation.

3. ELIGIBILITY

The leave policy is applicable to all full time employees of all grades of Geecon Systems Pvt. Ltd. based in India. Leave calculation is based on the calendar year - January to December.

4. TYPES OF LEAVES

- a. Sick / Casual Leave
- b. Earned / Paid Leave
- c. Maternity and Allied Leave
- d. Paternity Leave
- e. Bereavement Leave
- f. Floating Leave
- g. Milestone Leave
- h. Leave Without Pay
- i. Short Leave
- j. Compensatory Leave

5. LOSS OF PAY

- Loss of pay is the deduction in monthly salary based on the per day calculation against the Leave of absence which is not as per the rules.
- LOP can be applied by an employee when no other leave is available.
- During the period of LOP, the employee is not entitled for any pay or allowance.
- A maximum of 3 months of LOP can be availed on the approval of the management. (Exceptional cases like ML/SL, etc.)
- If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the company on his own accord.

- LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.
- LOP days will not be taken for EL eligibility.

6. PRINCIPLES OF LEAVES

The following general principles shall govern the grant of leave to the employees:-

- Leave is earned by duty or services. It cannot be claimed as a matter of right.
- In case of exigencies of work, it will be opened to the competent authority, to refuse, postpone, revoke, or reduce leave of any description.
- During the period of leave, an employee shall not take up or accept any employment or work outside GSPL either on remuneration or without remuneration.
- During the period of suspension, an employee shall not be granted any leave. However, during the pendency of disciplinary proceedings, the competent authority may grant leave to the concerned employee.
- Before proceeding on leave, an employee shall intimate to the competent authority his address, contact numbers (both land line and mobile) including Postal/e-mail address while he is on leave and shall keep the said authority informed of the changes in these details, if any.
- Before leaving office premises, every employee will have to obtain from the competent authority permission to leave the office premises.
- If an employee, after proceeding on leave, desires an extension thereof, he/she shall make an application in writing or email to the competent authority with reasons. Such application shall contain full postal and e-mail address and shall be made in sufficient time to enable the office to process the application and communicate the decision to him/her.
- No leave or extension of leave shall be deemed to have been granted unless an order to that effect is posted and communicated to the employee concerned.
- Over-stayal beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned employee has got the extension of leave sanctioned (by the competent Authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent

authority shall satisfy itself that there were no extenuating circumstances which prevented the employee from obtaining prior sanction for over-stayal.

- An employee on leave on medical grounds may not return to duty without producing a medical certificate of fitness.
- The competent authority may require an employee who has availed of leave, of any kind, for reasons of health, to produce a medical certificate of fitness, even though such leave was not granted on medical grounds.
- The competent authority may, at its discretion, secure a second medical opinion either for grant of leave or for satisfying that the employee is fit to resume duty, from a medical examiner of its choice. The cost of such second medical examination will be borne by the company. An employee not submitting himself/herself for medical examination will be liable for appropriate disciplinary action.
- Any type of leave availed by the employee during a particular year of service shall, however, be treated as period of service for calculating eligibility for Earned Leave.
- Earned Leave can be granted for half day. EL can be availed in any number of times within entitled limits.
- EL & CL can be combined as per the present entitlements.
- The maximum leave accumulation limit provided is of 60 days.
- An employee is provided a flexible facility to get the leave en-cashed over and above 60 days on the basis of gross salary w.e.f. 01st April'2014.
- The maximum leave can be carried forward will be 12 Days per year.

7. SICK / CASUAL LEAVE

- Every confirmed and permanent employee will be entitled for 6 Day (0.5 day per month) Casual Leave, during a calendar year. Employees on probation will be entitled for Causal Leave on pro-rata basis from the date of their joining.
- Sundays and/or holidays as may be declared by the company may be prefixed and/or suffixed to Casual Leave. In case the CL is both prefixed and suffixed to holidays / Sundays, the intervening Sundays and holidays, will be counted as a part of Casual Leave.

- Casual Leave will be considered for a minimum period of half day and maximum up-to the entitlement.
- Casual Leave not availed in a respective calendar year will lapse and will not be en-cashable.
- In case of cessation of employment due to resignation, retirement or any other reason, if the casual leaves availed by an employee exceeds his entitlement, the excess leave will be adjusted against his earned leave, if any or against his salary / dues payable.
- All applications for Casual Leave will be recommended by the Reporting Officer and will be approved by his Functional Head. If a person is working with a Functional Head then the Functional Head will approve the application.
- Leave shall be availed of only after it is sanctioned by the competent authority, but one day's casual leave may be availed of without prior sanction in case of unforeseen circumstances, provided, the competent authority to sanction leave is promptly informed by phone or otherwise of the circumstances under which prior sanction could not be obtained.

8. EARNED OR PAID LEAVE

- The leave earned by an employee is the period which he has earned according to company's rules and he will be entitled to leave only after it has been earned.
- Every confirmed and permanent employee of the company will be entitled to Earned leave. For All Employees, one Earned Leave will be granted for every business days of working in a month, during a Calendar Year.
- Earned Leave will not be granted to probationers. However, the period of probation will be taken into account for calculation of Earned Leave after confirmation.
- Managing Director / Directors may, however, allow employees to avail advance earned leave during their probation on pro-rata basis in the following circumstances:-
 - i) For his own marriage or marriage of direct or immediate relations.
 - ii) Own sickness and sickness of first degree cognate**
 - iii) Death of first degree cognate.

**Note: First degree cognate means:-

- a) Mother's and Father's natural parents.
- b) Siblings of Mother and Father.

It does not include first cousins etc.

- Public holiday and weekly holidays within the period of Earned Leave will not be counted a part of leave.
- Application for Earned Leave shall be made 7 days in advance through LAF (Leave Application Form). However, in case of serious exigencies the Managing Director / Directors in-charge may approve such Leave without a prior application keeping in view the seriousness and circumstances of such exigencies.
- Leave accumulated can either be en-cashed in the month of March or at the time of employee leaving the services at the option of the employee. However, in the first case the employee should have a minimum of 15 days Earned Leave to his credit after encashment.
- Salary for the purpose of Leave encashment will be basic salary + Dearness Allowance. For accounting purposes. Entitled Leave will be credited to the account of the employee at the end of each calendar year.

9. MATERNITY & ALLIED LEAVES

- Female employees are entitled to 12 weeks / 84 days maternity leave on completion of one year of confirmed service with the company, for two children only.
 - i. Salary will not be paid during the leave period by the company.
 - ii. The employee must intimate company about the due date well in advance during her maternity leave.
- In addition to the above, lady employees may avail of the following Leaves:-
 - i. Leave for Miscarriage
An employee shall be entitled to '6' weeks of unpaid leave immediately following the day of her miscarriage.
 - ii. Complications in Pregnancy/ Delivery etc.
A lady employee suffering from illness arising out of pregnancy / delivery / premature birth of the child or miscarriage shall be entitled for one month's leave with maternity benefits. This one month is in addition to her normal entitlement in case of miscarriage / delivery etc.

Note: The proof of the miscarriage illness due to delivery must be produced to become entitled for the said leave.

10. PATERNITY LEAVE

- Male employees are entitled to 3 days paternity leave on completion of one year of confirmed service with the company, for two children only.
- Salary will be paid during the leave period by the company.

11. BREAVEMENT LEAVE

- All employees are entitled of 1 day bereavement leave on completion of one year of confirmed services with the company in case of death of first degree cognate of the employee.
- In case of married female/male the Mother in law and Father in law is also applicable.

12. LEAVE WITHOUT PAY

- Without Pay Leave up to a maximum of 30 days may be granted at the discretion of the competent authority when no other leave is due to an employee. If the employee does not rejoin on expiry of this leave, he shall be deemed to have abandoned the employment of the company of his own accord.
- No employee shall be granted Leave without Pay if Casual Leave, Earned Leave or any other kind of leave is due to him.
- Financial Affect
 - The period spent on such leave shall not be counted for calculating the eligibility of Earned Leave and entitlement of Gratuity, LTA, CEA, Bonus, Medical, Increments, etc.
 - Leave without Pay shall not be granted more than once in a year and not more than '5' times in the complete career of an employee in GSPL.
 - All other absence shall be considered an Act of Indiscipline and appropriate disciplinary action shall be taken even the leave is later regularized; it will be treated as leave with loss of pay.

13. SHORT LEAVE

- This provision is only for all employees.
- Employees can avail of 2 hrs. Short leave at a time for not more than twice a month.
- Short Leave is to be approved by the HOD. In case prior permission has not been obtained, a notice shall be submitted to the HOD or HR Team within '15' minutes of reporting to work. Failing which the absence will be treated as unauthorized absence.

- GSPL will be within its right to intimate disciplinary action against the defaulter.

14. COMPENSATORY LEAVE

- Compensatory leave can be granted to all employees against working of any public holiday or Sunday.
- Manager's prior approval is required for availing Compensatory Leave at least 3 Days before.
- Compensatory Leave can be taken any day of Employee's choice within the same Quarter of the Year.
- Compensatory Leave does not entitle for compensation against remuneration.
- Manager's prior approval is required for allocation of Compensatory Leave.

15. LTA

LTA up to one month's basic salary is authorized to all confirmed employees (Managers and above) once in 3 years i.e. after completion of every 3 years from the date of joining. The period spent on probation will be taken into account for the purpose of working out the entitlement of LTA.

LTA Payments:

An individual shall be paid LTA as and when it falls due. The individual will have to submit an application to claim the amount.

16. LEAVE SETTLEMENT DURING RESIGNATION / RETIREMENT / TERMINATION

If an employee to be relieved has availed more number of CL against the number of months he has worked, then the excess CL will be deducted during his final settlement. EL for the days worked till the employee's date of relieving will be calculated and paid during the final settlement, provided he / she fulfils EL eligibility criteria.

17. PROCEDURE FOR APPLYING LEAVE

The available leave balance is to be checked by the employee with the HR department and the leave to be applied by duly filling up the leave application form and writing in

a paper. The application has to be forwarded by the employee to their departmental head for approval. The departmental head is authorized to either grant or disapprove the leave on valid grounds. The approved leave application has to be submitted to the HR department for recordings and subsequent processing.

If an Employee wants to apply for a leave on the same day then he/she has to inform their immediate manager before start of day i.e. 09:00 AM. Manager has to approve the leave and should apply for the leave on behalf of the team member. Manager has to inform the HR team through mail about the Leave of employee.

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