

Leave Policy

1. Objective:

To enable employees to maintain a healthy work-life balance with the good intention of providing rest, recuperation of health and for fulfilling social obligations

2. Scope:

In this Leave Policy, Bundl, its subsidiaries, affiliates, associate and group companies shall be referred to as “Bundl” or the “Company”. This Policy shall apply to the all the employees

3. Types of Leave:

Following is the Leave and Holiday Overview (Please note that leaves are applicable for the calendar year, Jan 1st to Dec 31st).

Leave Type	No of Days	Description
Annual Leave / Earned Leave	As per state act (Refer to Table A)	Intended for rejuvenation, vacation, or reasons which need employees to stay away from work for longer durations
Casual Leave	As per state act (Refer to Table A)	To meet general personal requirements, exigencies, sickness or any other reasonable cause
Sick Leave	As per state act (Refer to Table A)	Time off in during sickness
Childcare & Parenthood Program	As per policy	Time off during different phases of Childcare & Parenthood journey
Wedding Leave	5 Days	Time-off for an employee’s wedding
Bereavement Leave	5 Days	An employee can avail this leave under the unfortunate circumstances of the death of any immediate family member
Relocation Leaves	2 Days	This time away from work is provided to enable new employees to find a permanent accommodation, meet family errands and settle-in in the new working city.
Long Service Leave	3 / 5 Days	On completion of 3 / 5 Years of service
Compensatory Off	As applicable	To provide an off in lieu of an employee working for official reasons on a National holiday/ declared holiday/ weekly off day.

National Holidays	Annually published	List of National festival holidays announced by the company every year
Leaves during internship	1 Day per month	Applicable for students or professionals interning with The Company

Table A: Leaves as per State Act

Leaves		Annual Leave	Casual Leave	Sick Leave	National Festival Holiday
No of Leaves	Karnataka	18	0	12	12
	Haryana	18	7	7	12
	Delhi	15	0	15	12
	Uttar Pradesh	15	10	15	12
	Telangana	15	12	12	12
	Maharashtra	18	12	0	12
	Tamil Nadu	12	12	12	12
	West Bengal	14	10	14 (half pay)	12
	Gujarat	21	7	7	12
	Rajasthan	30.5	0	0	12
	Chandigarh	18	7	7	12
	Kerala	12	12	12	13
	Punjab	18	7	7	12
	Andhra Pradesh	15	12	12	12
	Assam	16	12	12	12
	Goa	15	6	9	12
	Madhya Pradesh	30	14		12
	Orissa	18		15	12
	Chhattisgarh	30	14		12
	Uttarakhand	15	10	15	12
	Jammu	30	14		12
	Jharkhand	18	12	12 (half pay)	12
	Meghalaya	16	12	12	12
	Bihar	18	12	12 (half pay)	12
	Pondicherry	12	12	12	12
	Nagaland	16	12	12	12
Sikkim	20	12	12	12	
Tripura	15	12	14 (half pay)	12	

1. Annual Leave / Earned Leave

- Annual Leave (AL) / Earned Leaves are planned leaves and are generally meant to be used for

rejuvenation, vacation, or reasons which need employees to stay away from work for longer durations

- It has to be applied at least 1 week in advance since it is a planned leave and due approval from Reporting manager has to be taken beforehand
- An employee is entitled to Annual Leave / Earned Leave as per state provision for a calendar year, pro-rated from the date of joining.
- The Annual Leave / Earned Leave calculated is as follows:
A leave balance will be credited to employee's account at end of each month as per state act.
Note: - An employee would not be able to take any AL during the first month of his tenure as they will be credited to his account only after the first month of working. Ex. If an employee joins on 3rd Feb,2016, on 1st march his AL balance would be 1.5
- Un-availed Annual Leave / Earned Leaves if any, can be carried forward to a maximum as per state act. Please refer the below table.
- Carry Forward /Accumulation list:

State	Carry Forward /Accumulation as Per State Act
Delhi	45 Days limit
Haryana	30 Days limit
Karnataka	45 Days limit
Maharashtra	45 Days limit
Tamil Nadu	45 Days limit
Uttar Pradesh	45 Days limit
West Bengal	28 Days limit
Telangana	60 Days limit
Gujarat	63 Days limit
Rajasthan	30 Days limit
Chandigarh	30 Days limit
Kerala	24 Days limit
Punjab	30 Days limit
Andhra Pradesh	60 Days limit
Assam	30 Days limit
Goa	45 Days limit
Madhya Pradesh	90 days limit
Orissa	Up to 2 Years
Chhattisgarh	90 days limit
Uttarakhand	45 days limit
Jammu	3 Months
Jharkhand	up to 4 Years
Meghalaya	30 days
Bihar	45 days limit
Pondicherry	24 days limit
Sikkim	60 days
Nagaland	30 days
Tripura	56 days

- The encashment of such leaves will happen only at the time of Separation (in event of retirement or exit).
- The leave encashment to be done on the Gross Fixed wages for maximum of 30 days.
- For e.g. - If you have a balance of 10 Annual Leave / Earned Leaves at the time of separation and your fixed gross component is Rs.100 per day, you will receive Rs. 1000 (10* 100) in your final settlement

2. Casual Leave

- Casual leave includes planned or unplanned leaves to meet general personal requirements, exigencies, sickness or any other reasonable cause
- A maximum of 3 consecutive days only can be availed as Casual Leave.
- The employee is entitled to Casual leave of up to the maximum limit given as per state act. It is credited in the beginning of the calendar year or on the date of joining, whichever is earlier
- These leaves can be availed during probation. An employee is eligible to take all pro-rated CL in his/her account for the calendar year
- Casual Leaves cannot be carried forward to the next year or encashed. The unutilized casual leaves will get lapsed at the end of the calendar year i.e., 31st December
- A minimum of 0.5 leaves can be applied

3. Sick Leave

- The employee is entitled to Sick leave of up to the maximum limit given as per state act. It is credited in the beginning of each month or on the date of joining, whichever is earlier However, for employees having to take more than 3 days' time off for sickness, it is mandatory to submit a valid medical certificate report issued by a registered medical practitioner to the reporting manager / HR immediately on the date of return from leave. These leaves can be availed during probation. An employee is eligible to take all pro-rated SL in his/her account for the calendar year
- Sick Leave cannot be carried forward to the next year or encashed. The unutilized casual leaves will get lapsed at the end of the calendar year i.e., 31st December
- A minimum of 0.5 leaves can be applied
- Under the West Bengal Shops & Establishments Act, 1963, sick leaves can also be accumulated up to 56 days.

4. Childcare & Parenthood Program

- Employees are eligible for below leaves, as applicable, under the Childcare & Parenthood Program. Please refer to 'Childcare & Parenthood Program' on Darwin, for details:
 - Adoption Assistance Leave
 - Fertility Care Leave
 - Surrogacy Assistance Leave
 - Primary Care Giver Leave
 - Secondary Care Giver Leave
 - Bonding Leave
 - Miscarriage Leave
 - Miscarriage Support Leave

- Tubectomy / vasectomy Leave
- Maternity Linked Medical Leave

5. Wedding Leave (Self only)

- Any full-time employee who is getting married can avail Wedding Leaves for 5 continuous working days at the time of his/her wedding
- The leave arrangements may only be availed of once during the course of employment in the Company

6. Bereavement Leave

- An employee can avail 5 days leave under the unfortunate circumstances of the death of any immediate family member. Family members who are considered 'immediate family' are spouse, parents, grandparents, children, and siblings of the employee, parents in law and grandparents in law
- These leaves can be taken at any time and for any purpose relating to the death. The employee doesn't have to use bereavement leave straight away or on consecutive days

7. Relocation Leaves

- Relocating employee (excluding Campus hires and interns) is entitled to avail 2 days of paid Settling Support Leave. This time away from work is provided to enable new employees find a permanent accommodation, meet family errands and settle-in in the new working city. This leave has to be availed within three months of joining the organization or from the date of permanent transfer

8. Long Service Leave

- Employees completing 3 / 5 Years of service with The Company are eligible to avail 3 / 5 Days of Long Service Leave respectively. For details, please refer to 'Tenured Employee Rewards & Recognition' Policy on Darwin.

9. Compensatory Off

- If there is a business requirement for an employee to work in office on any important assignment on a National holiday/ declared holiday/ weekly off day, he/she is eligible to apply for Compensatory off on any other working day
 - Formal approval is required from the reporting Manager to work in office on such National holiday/ declared holiday/ weekly off days. No Compensatory offs will be allotted when worked on these days without proper approval
 - Compensatory off cannot be granted if an employee has not worked in office or has worked in office for half a day.
 - The credited compensatory off has to be availed within a period of 90 days from the date worked. Compensatory off when not availed within the stipulated time period will lapse
 - Compensatory off cannot be taken at the will of an employee and due approvals are required to avail the same
 - Compensatory off cannot be carried forward.

- *Note: -Only after an employee has been asked to work on a Holiday/ Week-off by the manager, can the employee take compensatory off after the day of working. He/she cannot take a compensatory off first and then work on a Holiday*

10. National Holidays

- The company shall announce a list of National festival holidays in a year. This list is prepared based on the mandatory holidays by the central government, state government and other social/ religious considerations
- The list of holidays for the following year shall be circulated by the HR Team during the month of December
- The set of Holidays will be different for each city dependent on region and other social and religious factors
- If employee works on NFH days, then as per state act the benefits will be available for the employees.

11. Leaves during internship

- Students or professionals interning with The Company are entitled to the following days of leaves. Additionally, they are also entitled to the national holidays.
- Interns are entitled to 1 leave per month from the start date of their internship period The leave has to be applied for in advance and has to be approved by the current project manager, keeping HR in the loop
- No leaves will be encashed at the time of separation

4. Policy Guidelines

- For the purpose of calculating leave accounts, year shall mean calendar year commencing on 1st day of January and ending on 31st day of December
- Employees who wish to avail Casual Leave are required to inform their respective Managers in advance. In case an employee is not able to inform in advance due to sudden emergency or sickness etc., it is mandatory that he/she calls or ensures that someone calls up his/her manager on his/her behalf within 24 hours of such an event
- If an employee avails leave without approval of his/her Manager, then such absence will be treated as Unauthorized Absence (UA) and even when the employee does have some leave balance to his/her credit, no salary will be paid for those days and will be pretreated as Loss Of Pay (LOP). Further, when an employee is on UA, he/she will also be subject to appropriate disciplinary action
- In the event that an employee has exhausted all of his/her leaves for the year and needs to avail leaves under unavoidable, exceptional circumstances, he/she can avail Loss of Pay (LOP). Any such leaves will need the Business Heads approval
- Going on Annual Leave / Earned Leave without Manager Approval will be considered as Unauthorized Absence leading to loss of pay for those many days as applied
- No leaves or compensatory offs are allowed during the notice period being served by the employee

- If for any reason an employee's employment is terminated and he/she has availed of excess leaves, determined on a monthly basis, the same will be recovered in the full and final settlement

5. Disclaimer

- This Policy is subject to change at any given point of time by The Company. The decision of the company shall be final and binding. Any amendments or additions to this policy would be communicated in writing and shall form a part of this policy.