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EMPLOYEE LEAVE POLICY
BHARAT CONSTRUCTIONS (INDIA)
PRIVATE LIMITED



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LEAVE POLICY

BRIEF

- The Leave eligibility shall be computed and operated on a Financial Year basis. (April - March)
- The number of days of leave entitlement (All types of Leave) will be prorated based on the date the employee joins the organization during the current calendar year.
- An Employee of the Company will be eligible for leave after completion of the probationary period. On confirmation, leave for the period of probation shall be credited to employee's account.
- Leave should be planned well in advance (except in exigencies) such that it does not affect day to day work and applied in the prescribed application form attached in the annexure.
- Leave for the coming year cannot be availed in the current year and no leaves of current year can be carried forward to next year.
- Leave application Form is available with the HR Department, and can be filled up and post-approval submitted to the HR Department. All leave should have the prior approval /post-ratification of the Department Head.
- Any leave taken without PRIOR APPROVAL or is not regularized by the Department Head; post facto would be treated as "absence without leave" and be processed on "loss of pay" basis.
- An employee is said to be on "absence without leave" if he/she avails leave without prior intimation or is not ratified subsequently within 2 days, though he/ she may have leave to his/her credit. More than 3 days of "absence without leave" would entail serious consequences, even termination from the services of Bharat Constructions.
- Further,
 - a) Absence for a continuous period without prior approval/sanction/information of your superior (including overstay on leave) for a period of 3 days or more may result in losing your lien on the service.



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- b) Absence for a continuous period without prior approval/sanction/information of your superior (including overstay on leave) for a period of 7 days or more, may result in immediate termination of your services.

BIFURCATION OF LEAVE AND OTHER DETAILS

We observe the leave year pattern of April - March for calculation of the below mentioned leaves. All leave shall be credited on 1st April of every Year.

Each employee would be eligible for :

- ❖ Earned Leave/Paid Leave (EL) - 11 Days
- ❖ Sick Leave (SL) - 5 days (cannot be encashed)
- ❖ Casual Leave (CL) - 5 days (cannot be encashed)

Earned Leave/Paid Leave

- Earned Leave will require approval from the Department Head before availing the same.
- EL and other leaves for new joiners shall be on a pro-rata basis from the date of joining and for existing employees' leave will be credited at the beginning of the year.
- Unavailed EL will be accrued to employees' accounts at the end of each financial year.
- EL and other leaves for new joiners shall be on a pro-rata basis from the date of joining.
- EL cannot be carried forward to the next year and need to be availed in the current year itself.
- For Employees who have resigned from their duties, leave entitlement would be calculated on a pro-rata basis till their last working day & adjusted in their full & final settlement for EL.

Sick Leave

The employee must inform his / her manager at the earliest in case he/she is unable to attend to work on any specific day. In all such situations, the employee should inform his / her manager of the ailment and the period he/she is likely to be absent from work. The sick leave must be regularized within 2 days.

If the nature of illness is prolonged necessitating sick leave over and above the entitlement, the employee can use his Earned Leave entitlement for the shortfall, subject to submission of medical proof. If there is still a shortfall, the Company may at its discretion allow the employee "sick leave" with pay.



The company may at its discretion and depending on the circumstances may ask any of the employees on sick leave to get a medical check-up done by a Company specified Doctor, before approving the Sick Leave.

Casual Leave

- Non-availed Casual Leave shall lapse and cannot be carried forward to the next financial year.
- CL can be availed for half day also, once the *availment of relaxation in a month has been exhausted.

*In a month, an employee is allowed twice to avail relaxation for 3 hours out of the total working hours in a day (i.e. 8 hours), excluding the lunch hours.

Leave Encashment

Leave encashment for balance Earned Leave can be availed during the tenure of employment. It is worked out on the basis of Basic salary on a 30-day month and paid at the end of every financial year.

List Of Paid Holidays

The list of national holidays and festival holidays would be announced every year in the first week of the current year.

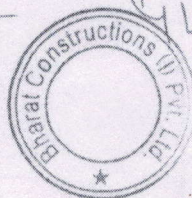
Maternity Leave

Women employees shall be entitled to Maternity Leave subject to conditions prescribed in ESI Act or Maternity Benefits Act, 1961 whichever is applicable and after completion of probation period. All female employees can avail of 12 weeks of maternity leave of which not more than 8 weeks for maximum 2 occasions during their tenure with Bharat Constructions. Application for Maternity leave needs to be made at least 2 months prior to proceeding on leave. This application needs to be supported by a certificate issued by a Registered Medical Practitioner indicating the likely date of delivery.

In case of miscarriage or premature delivery, 45 days of Maternity Leave can be availed of after the event. Application for Maternity leave should be supported by a Medical Certificate indicating the exact date of the event.

Paternity Leave

All male employees can avail of 5 days of paternity leave within a month of his spouse's delivery for maximum 2 occasions during their tenure with Bharat Constructions after submitting certificate issued by a Registered Medical Practitioner indicating date of delivery.



Extraordinary Leave

Employees are eligible for 3 days of extraordinary leave in the event of loss of any member of his immediate family of the regular employees (in case there is no other leave in credit). However, proper leave intimation to the HR Department/Managing Director is necessary.

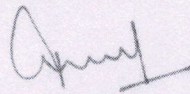
"Immediate Family" includes parents, siblings, spouse, and children.

EXTENSION OF LEAVE

- Any extension of Leave should be informed well before the expiry of the already sanctioned leave and such extension is valid only if such extension is approved by the Department Head/Reporting Manager.
- Post Approval by the Department Head/Reporting Manager, it is the HOD's duty to inform the HR
- In case an employee overstays without approval, it will be treated as an absence from duty & loss of pay; and disciplinary action shall be taken against such employee.

TRANSFER LEAVE

- Paid leave of 2 days shall be allowed to concerned employees/new joiners, at the time of transfer from one working site to another/joining other than HO.







w.e.f. 1st August, 2023.

SANDWICH LEAVE

- No sandwich leaves will be applicable, including for days back & forth to pre-approved list of paid holidays / Sundays / national holidays etc. (w.e.f. August, 2023) for HO.

