

Leave Policy (Version: 1.0) Effective From July'2025

Policy Objective

This policy specifies the nature, extent and entitlement of various types of leave available to employees in the organization. This is applicable to all employees enrolled in the HRMS Software.

Responsibility

The Head – HR (CHRO) and the HODs are jointly responsible for implementing this policy.

Policy Guidelines

- Application for leave shall be made online in HRMS in the Leave Application Form and sent to the respective Reporting Managers for approval.
- The HR Department shall maintain record of leave taken and balance for every employee.
- If an employee is absent from his duty without proper permission / sanction of leave, his/her absence shall be treated as unauthorized absence and the employee shall be liable to disciplinary action.
- Any employee going out of station on leave must obtain prior approval of the HOD and has to inform the HR Department, through the leave application form, the full address and telephone number of the place where S (he) intends to stay during leave period.
- Overstaying beyond the sanctioned leave period for more than 5 days without prior intimation to and approval of the HOD shall be treated as unauthorized absence and the employee shall be liable to disciplinary action leading maximum to termination as per Management decision.
- The Management reserves the right not to grant leave based on exigencies of organization work; however, employee's requirement need shall be given due importance and priority. All employees already on leave may be recalled by such authority when such action is considered necessary in the interest of the organization.

Types of Leaves & Holidays

Holidays

- Holidays are the days on which the organization provides employees time away from work in order to celebrate certain days of national significance and remembrances based upon customs, history and local traditions common to the nation and/or organization.
- Holidays are declared at the beginning of each calendar year i.e. **1st January to 31st December**.
- Detailed list of Holidays (9 days) every year for Head Office including 1 Floater leave will be available in the HRMS.

Leaves: *Leaves are calculated from **April to March** and are proportionate from the time of joining*

Short Leave

Short Leave is the time off taken by an employee for a very short time that is 2 hours coming late to the office, taking a 2 hour gap in between or leaving 2 hours early. An employee is entitled for only 2 short leaves in a month. The short leave can be granted upon the approval from the immediate manager and final approval by the Manager of M4 grade and above.

Half Day Leave

Employees can be granted half day applying CL/SL from the leave balance of the employee upon the approval from the immediate manager and final approval by the Manager of M4 grade and above.

Maternity Leave

- This leave is applicable to women employees of RMC.
- Maternity Leave will be Applicable as per Law.

Earned Leave (EL)

- ▶ **15 days** of Leave will be earned for every year of continuous service rendered and the same will be proportionate from the 1st year of employment. It will be accrued after completion of the month.
- ▶ For full-time, regular employees (including employees on probation) Earned Leave is earned at the rate of 1.25 day per month cumulating to 15 days per twelve-month tenure. All Privilege Leave earned as aforesaid will be credited at month-end.
- ▶ Earned Leave can be combined with any leave and also can be prefixed and suffixed with holidays.
- ▶ Unclaimed EL is carried forward at the end of the financial year. However, the Organization encourages its employees to avail the allotted privileged leave during the year itself.
- ▶ Earned Leave encashment will be permissible only during legal separation from the company and the maximum leave carry forward is 60 days.
- ▶ The payment against accrued leave shall be subject to deduction of income tax as per the statutory rule and calculated based on current basic. Excess of 60 days will get encashed at the closure of each Financial Year on current basic salary.
- ▶ To claim LTA/LTC benefits as per Income Tax Act 1961 five (5) days of earned leave should be availed.
- ▶ Granting of Privilege Leave will be at sole discretion of the management and will depend on the exigencies of the Company's business.

Casual Leave (CL)

Casual Leave can be availed of proportionately at the rate of **6 days** per year from the date of joining service; Not more than 2 days Casual Leave will be granted at a time.

Casual Leaves cannot be accumulated or encashed. It gets lapsed at the closure of the Financial Year.

Sick Leave (SL)

Sick Leave can be availed of proportionately at the rate of **6 days** per year from the date of joining service.

Sick leave at a stretch of more than 3 days will be granted on the basis of a certificate issued by a Registered Medical Practitioner

Employee shall send information about his / her inability to attend work on grounds of sickness to his/her HOD/Immediate Superior/HR within 24 hours of the start of his/her illness.

In an unfortunate event of serious illness requiring prolonged leave, employees are first required to utilize his/her Earned Leave. In case ELs also get exhausted, request for additional leave needs to be escalated to Head - HR; The request shall be considered on a case-to-case basis by the CHRO and Management.

SL can be accumulated up to 30 days; No encashment of SL will be permitted.

Comp Off:

Any employee below Asst Manger level works on a statutory holiday or a designated non-working day, they are eligible for comp off.

The work done must be authorized by his/her Immediate Reporting Manager

The compensatory off (not more than 2 days in a month) is granted and it has to be used within a stipulated period of 45 days from the day of extra work.

The employee must apply or be granted the comp off formally in the HRMS Software.

To avail 1 day Comp off an Employee needs to work at least more than 6 hrs. And any working between 3 – 6 hrs.--a ½ day Comp Off will be generated. Comp Offs will not be eligible for any working below 3 hrs.

Leave Without Pay

- Any leave not approved or beyond the leave balance of the employee will be treated as leave without pay (LWP).

Amendments & Termination

- a) This policy may be amended or terminated at the discretion of the company's management or designated authority based on organizational requirements.
- b) Employees will be notified in advance of any changes made to the leave policy.

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1/8/2025

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