

POLICY NO : BEIL/HR/02/2018

POLICY NAME : **LEAVE POLICY**

REVISED : 1st January 2018

REVISION IN EXISTING POLICY: Revision in Maternity Leave in view of amendment in The Maternity Benefits Act 1961 called Maternity Benefits (Amendment) Act 2016

Objective:

- ☞ To provide guiding principles to Employees in terms of their entitlement of LEAVES and process for availing the LEAVES.
- ☞ To facilitate work life balance to Employees.

Applicability:

- ☞ Applicable to BEIL,ETL,BRCPL,KEIL,SSWML and CIWMCPL
- ☞ The policy will be applicable to all Employees of the company including Trainees, Retainer and Employees on probation. However, it is not applicable to the workmen employed in manufacturing units as they are governed by the leave policy of their respective units or any bipartite/tripartite settlement applicable to the respective locations

Accrual of Leaves:

- ☞ Leaves will be calculated on calendar year basis (January to December) basis and will be credited on 1st January of every year for the preceding year.
- ☞ In case Employee joins in between the year the same will be calculated on prorate basis for the period he/she worked during the year.
- ☞ Leave will be calculated on working days only and will not include intervening weekly off and holidays.

Types of Leave

1. Casual Leave
2. Sick Leave
3. Privilege Leave
4. Maternity Leave

CASUAL LEAVE (CL)

All Employees (confirmed or on probation), Trainees & Retainer on the payroll of the Company will be entitled to Casual Leave as per the below mentioned rules.

- ☞ **Quantum of leave:** 7 days per annum
- ☞ **Accumulation:** Nil
- ☞ Casual Leave can be taken for a **maximum** limit of 3 days at a stretch, above which it shall be treated as PL or leave without pay, as the case may be.
- ☞ This leave is intended to meet special or unforeseen circumstances.

- ✧ Casual leave cannot be combined with sick leave or privilege leave. If it is combined, then the entire period of leave shall be counted as sick leave or privilege leave, as the case may be.
- ✧ To be credited to the Employees leave account on 1st January every year.
- ✧ CL will be calculated on pro-rata basis up to 31st December, from date of joining.
- ✧ Application for casual leave should be made at least 24 hours in advance. In cases of emergency where an Employee is not aware in advance of his/her casual leave requirement, he/she must inform the Head of Department or the HR & Admin Department on the first day of his/her absence, either by phone or other appropriate means of his/her inability to attend work. In such cases the employee must fill in the prescribed form.

SICK LEAVE (SL)

All Employees (confirmed or on probation), Trainees & Retainer on the payroll of the Company will be entitled to Sick Leave as per the below mentioned rules.

- ✧ **Quantum:** 9 days per annum
- ✧ **Accumulation:** Converted and Accumulated as privilege leave
- ✧ Sick leave will be calculated on pro-rata basis, from the day of joining the Company.
- ✧ Un-availed sick leave, as on December 31st, will be converted to Privileged Leave and added to the Employee's balance of Privilege Leave. In case of Retainers the same will lapse at the year end.
- ✧ Sick leave will be granted in case of illness and should be supported by a medical certificate if it is 3 days or more at a stretch.
- ✧ It is essential that the Employee concerned or a representative on his/her behalf, intimate his/her inability to attend work, to the head of his/her department and the HR & Admin Department, on the very first day of his/her absence from work, either by telephone or email or other appropriate means.
- ✧ In the event of non-compliance with this rule, such absence is liable to be considered unauthorized. The Employee will be required to fill in the prescribed form on his/her return and submit the same to the HR & Admin Department duly signed by the Head of Department.
- ✧ The Company may, if it chooses, arrange for the Employee's medical examination by the Company's doctor, whose opinion on the Employee's fitness shall be accepted by the company as final.

PRIVILEGE LEAVE (PL)

All Employees confirmed on the payroll of the Company will be entitled to Privilege Leave as per the below mentioned rules.

- ✧ Trainees & Retainers are not eligible for Privilege leaves.
- ✧ **Quantum of Leave:** 21 days per annum.
- ✧ **Accumulation:** 120 days (maximum) up to 50 years of age and beyond 50 years accumulation is 240 days.
- ✧ Any leave accumulated above the maximum mentioned limit shall lapse.

- ☞ In case Employee joins or leaves the company during the course of the calendar year, PL shall be calculated on pro-rata basis.
- ☞ PL has to be taken for a **minimum** of 4 days.
- ☞ An employee can avail of PL **not more than thrice** in a year.
- ☞ Leave will be calculated for the calendar year (Jan to Dec) proportionate to the number of days worked and it shall be credited to Employee's account on 1st January of the next calendar year.
- ☞ Trainees/Probationers will not be entitled to avail PL during the training/probation period as the case maybe. However, once they are confirmed in the services of the company, PL will be credited to their account on pro-rata basis from the day of joining.
- ☞ Employee will be entitled to take PL only after confirmation of services and approval from the Departmental Head.
- ☞ For long leave, which is 7 days and more, the employee must inform at least one month in advance. Where an employee takes PL of up to 7 days, he/she will be required to take approval at least 15 days in advance.
- ☞ Extensions will not be granted, except in cases of emergencies. If an employee after proceeding on leave desires an extension thereof, he/she shall make an application in writing to the Department Head for this purpose and take approval.
- ☞ The Department Head reserves the right to reject or extend the leave at its discretion and without assigning any reason whatsoever.
- ☞ When an Employee takes a PL, Sunday and other holidays will not be included while calculating leave.
- ☞ In the event of an Employee resigning, retrenchment or termination of services by the Company, unutilized privilege leaves not exceeding 120 days standing to his/her credit at the time of resignation, retrenchment or termination by the Company, shall be allowed for encashment, wherein encashment will be calculated on monthly gross salary only and recovery also on monthly gross salary.
- ☞ In the event of the Employee retiring from services in the Company, unutilized leave not exceeding 120 days at the time of his/her retirement, shall be allowed for encashment.
- ☞ Leave encashment will not be given to employees in the event of an employee resigning, retrenchment or termination of services by the Company during probation period.
- ☞ An Employee can avail PL up to a maximum of 30 days at a stretch. (i.e. the period from the date of taking leave to the end of leave shall not exceed 30 days.)
- ☞ Employee should send their joining reports immediately after joining back from leave to the HR & Admin.

MATERNITY LEAVE

"The Maternity Benefit Act 1961", and The Employees' State Insurance Act 1948 are applicable and all female employees of the organization will be covered under the provisions of these statutes. Recently there has been amendment in the Maternity Benefits

Act, which has come into force called The Maternity Benefits (Amendment) Act 2016 and provisions of the same will be applicable in the organization.

Salient features of the Maternity Benefits (Amendment) Act 2016:

The provisions of The Maternity Benefits Act 1961, Maternity Benefits (Amendment) Act 2016 and The Employees' State Insurance Act 1948 will be applicable and all female employees will be eligible for the benefits stipulated therein. Some of the salient features of the Maternity Benefits (Amendment) Act 2016 are as under:

- ☞ Concerned Women employees will be eligible for a total of 26 Weeks (182 continuous days) of maternity leave in case of women who have less than two surviving children and in other cases, the existing period of 12 Weeks (84 continuous days) maternity benefits will continue.
- ☞ To extend the maternity benefits to a "commissioning mother" and "adopting mother" and they shall be entitled to 12 weeks (84 continuous days) maternity benefits from the date the child is handed over.

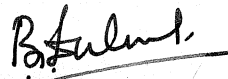
Other guidelines:

- ☞ An employee who has been granted Maternity leave is found working in any other establishment during the maternity leave period, her maternity leave will be forfeited and will be liable for appropriate disciplinary action.
- ☞ If an employee resigns from employment during Maternity leave without resuming duty, the benefit shall be extended only up to the last day of employment with the Company.
- ☞ All women employees are eligible for a total of 12 weeks (90 continuous days) of maternity leave beyond the first two child will continue to be 12 weeks but not more than 6 weeks before the expected delivery date
- ☞ Maternity leave of 12 weeks will be available to mothers adopting a child below the age of three months as well as to the "commissioning mothers. The commissioning mother has been defined as biological mother who uses her egg to create an embryo planted in any other woman.
- ☞ In case of illness arising out of pregnancy, leave balance against PL, if any, can be combined with Maternity leave.
- ☞ In case of miscarriage or medical termination of pregnancy for any reason, the number of days of leave will be limited to 45 continuous days from the date of such occurrence.
- ☞ For the purposes of Maternity/miscarriage/medical termination of pregnancy intervening weekends/holidays will be calculated as leave days.
- ☞ In case Employee needs to avail of Maternity/Medical termination of pregnancy/miscarriage leave the request for such leave needs to be forwarded to immediate supervisor along with supporting medical documents.
- ☞ On approval of the leave, the leave details are forwarded to the leave administrator along with necessary documents for updating in the system.

NOTES:

- ☞ The above leave policies are subject to withdrawal or change in view of any amendments in laws by appropriate Government from time to time that may become applicable to Organization.
- ☞ The Management reserves the right to alter, or amend these rules at any time and as and when it deems fit.
- ☞ Any leave taken by the Employee will be required to be communicated to either the HR & Admin Department before proceeding for leave in the prescribed form duly signed by the Department Head.
- ☞ In case of any clarification Employee needs to contact concerned HR team member of the respective location.

Date: 01/01/2018
Place: Ankleshwar


(B D Dalwadi)
C.E.O


(A A Panjwani)
Director