

Health Recuperation Support Policy	
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1.0 Purpose

This policy is to assist employees with temporary medical illness who need flexibility at work for health recuperation as means to overcome their disability and catch up with the role in a phased manner.

2.0 Scope

- 2.1 Applicable to all confirmed employees of Syngene
- 2.2 Health recuperation support can be extended for a maximum period of one (1) month

3.0 Eligibility for availing flexible work for Health Recuperation:

Employees can avail flexible work option only for the below reasons:

- 3.1 Towards temporary medical illness for female or male employees with health recuperation needs
 - 3.2 Pregnant women with certain medical complications pre & post maternity
- The first two conditions 3.1 & 3.2 have to be substantiated with a medical certificate.

4.0 Definitions

- 4.1 Temporary Medical Illness: Illness certified by a medical practitioner which doesn't affect the fitness of an individual to carry out the specific role or job but requires periodic rest during the week or day.

5.0 Guidelines

- 5.1 Employee with temporary medical illness can avail flexible work for health recuperation for a minimum of 7 days and maximum of 30 days which have to be continuous and includes intervening week off and holidays.
- 5.2 **Flexible Day:** Flexibility at work with reduced number of hours in a day i.e. employee with health recuperation needs can work for a minimum of 5 hours in a day and take off for rest of the hours irrespective of the shift schedule.
- 5.3 **Flexible Week:** Flexibility at work with reduced number of days in a week i.e. employee with health recuperation needs can work for a minimum of 3 days in a week and take off for rest of the days irrespective of the work schedule.
- 5.4 Employee can choose either of the options i.e. Flexible Day or Flexible Week but cannot opt for combination of two.

- 5.5 Health recuperation support is not an entitlement, it is offered only on need basis and at organization's discretion.
- 5.6 Employees should have spent a minimum of one year at Syngene to be eligible for flexible work towards health recuperation.
- 5.7 Employees would continue to get the full month's salary for this period.

6.0 Approval Process

- 6.1 Employee has to submit the request in writing for flexible work towards health recuperation along with the recommendation from certified medical practitioner to the reporting manager.
- 6.2 Recommendation from the external medical practitioner has to be seconded/ certified by internal medical doctor.
- 6.3 Reporting Manager has to assess the employee's request and based on feasibility, Reporting Manager has to discuss with the Functional Head, this support can be extended only in exceptional circumstances.
- 6.4 Functional Head to review the case and provide first level of approval and forward the same to Head HR.
- 6.5 Additional resources cannot be deployed while accommodating recuperation health support.
- 6.6 Head HR to evaluate and give final approval for flexible work towards health recuperation.

7.0 Compliance Clause

Failure to comply with the terms of this policy may subject the individual to disciplinary action, including termination of employment.

8.0 Company Rights

Company reserves the right to amend or withdraw this policy, in whole or in part, at any time with or without notice. Any exceptions to this policy will have to be approved by members of the Executive Committee.