

Leave policy	
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1.0 Objective

The objective of this policy is to list down the salient features with respect to credit and availment of leave by employees. This policy also aims at helping employees to strike a work life balance.

2.0 Scope of the Policy

This policy is applicable to all employees of Syngene International Limited.

3.0 Policy Details

Leave Types and Eligibility:

Employees are eligible for the following types of Leaves / Holidays:

Holidays and Offs

- Declared Holidays – National / Public holidays including festivals (DH)
- Paid Holidays (PH)
- Weekly Off (WO)
- Compensatory Off (CO)

Leaves

- Casual/ Sick Leave (CL/SL)
- Earned Leave (EL)
- Maternity Leave (ML) & Commissioning mothers' Leave
- Adoption Leave (AL)
- Paternity Leave (PL)
- Bereavement Leave (BL)
- Relocation Leave (RL)

3.1 Holidays and Offs

3.1.1 Declared Holidays – National / Public holidays including festivals (DH)

- I. Twelve (12) National / Public holidays per annum will be declared as paid holidays.
- II. These will be notified prior to each calendar year.
- III. Declared Holidays will be notified based on working location of the employee.
- IV. In case the total Declared Holiday in a particular calendar year is less than 10 working days, employees will be provided an option to avail a Floating Holiday to provide a minimum number of 10 Declared Holidays. Floating Holiday* can be opted by the employee from given list of

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holidays that will be published along with the Declared Holidays. Employee can then avail any holiday from the list as per their requirement.

** Floating Holidays are defined as list of optional holidays out of which, employees can avail holiday in a calendar year based on their discretion. Such days will be a working day for the company.*

3.1.2 Paid Holidays (PH)

- I. Employees on a six-day week schedule are eligible for PH.
- II. The first Saturday of the month shall be a PH for the eligible employees.

3.1.3 Weekly Off (WO)

- I. Employees working in shifts or 6-day schedule and whose work week includes Sundays are also eligible for Weekly Off. One day in a week shall be a Weekly Off for such employees.
- II. Employees working in shifts and 5-day schedule will be entitled to have 2 weekly off days in a period of 7 working days (48 hours/week) starting from Monday of every week.
- III. Weekly Off cannot be carried forward beyond one working week.
- IV. Weekly off cannot be clubbed with other WO i.e. WO cannot be availed consecutively

3.1.4 Compensatory Off (CO)

- I. All employees who have worked for minimum five (5) hours on a Declared Holiday, irrespective of any level, are entitled to avail CO.
- II. Employees will also be eligible for a CO for working on a Weekly Off day. To avail the CO, employee should have worked for minimum eight (8) hours on a Weekly Off day.
- III. Compensatory Off must be availed within ninety (90) days immediately following the day employee worked on a weekend/ declared holiday.
- IV. Compensatory Off cannot be accumulated or encashed.
- V. CO can be clubbed with any other leaves e.g.: CL/ SL/ EL.

3.2 Leaves

3.2.1 Casual / Sick Leave (CL – SL)

- I. Employees are eligible for twelve (12) days of CL-SL per annum.
- II. Employees can avail CL-SL based on their leave credit.
- III. CL cannot be availed beyond three (3) continuous working days.
- IV. CL can be availed in conjunction with EL, while SL can be availed in conjunction with EL only under special circumstances. (Refer Clause 3.2.2-IV)
- V. SL availed during illness may be extended beyond three (3) days continuously if supported by a Medical Certificate issued by a Hospital / Doctor and verified by internal OHC doctor available at the premises where the employee is working.
- VI. CL/SL cannot be carried forward beyond a financial year.

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- VII. CL/SL not availed during any financial year will lapse at the end of the financial year.
- VIII. Weekends/Declared Holidays intervening between the CL/SL will not be considered as a part of leave period.

3.2.2 Earned Leave (EL)

- I. Employees are eligible for eighteen (18) days of EL per annum.
- II. Employees can avail EL based on their leave credit.
- III. EL can be availed in conjunction with CL.
- IV. In case of availing EL in conjunction with SL, submission of a Medical Certificate issued by a Hospital / Doctor and verified by internal OHC doctor available at the premises where the employee is working, shall be required.
- V. Weekends/Declared Holidays intervening between the EL will not be considered as a part of leave period.
- VI. EL not availed during the financial year shall be eligible for carry-forward to subsequent period up to a maximum of 45 days.
- VII. EL cannot be accumulated beyond Forty-Five (45) days. Leaves beyond 45 days will be auto-encashed to the employee's salary account at the end of financial year.
- VIII. EL beyond 30 days are eligible to be encashed.

3.2.3 Maternity Leave (ML)

- I. Maternity leave can be availed up to a maximum period of twenty-six (26) weeks by the mother, without any breaks in the leave.
- II. Maternity leave cannot be availed before 8 weeks prior to the expected date of delivery.
- III. Employee will be required to submit necessary documents to establish due date of delivery to HOD & HR for availing ML
- IV. The maximum period of maternity leave entitlement, for women employees having two or more surviving children, shall be twelve (12) weeks.
- V. Employees will be eligible for gross salary excluding conveyance allowance during the period of ML.
- VI. Unutilized ML cannot be taken in multiple lots or encashed.
- VII. Leave on medical grounds for miscarriage or medical termination of pregnancy:
 - a. Women Employees are entitled to a maximum of six (6) weeks on account of a miscarriage or medical termination of pregnancy.
 - b. Employees shall provide relevant medical certificate / documents to HOD and HR for availing such leaves.
- VIII. Any extension of Maternity Leave shall be at discretion of HOD & Head HR.
 - a. Employees on Maternity leave may extend their absence from work with prior intimation and approval from HOD and Head – HR. The approval of such extension shall be considered on case to case basis.

- b. Such employees, at the discretion of HOD and Head HR, can be allowed to avail EL for the extended period of absence from work or will be eligible to proceed on absence with Loss of Pay (LOP)/ absence without pay, for such extended duration.
- IX. Flexible working arrangements for employees availing maternity leave shall be addressed as per Health Recuperation Support Policy.
- X. The commissioning (surrogacy) mothers can avail leave as per below guidelines:
 - a. Twenty-six (26) weeks of leave, if the child is handed over within 4 weeks of birth.
 - b. Twenty-two (22) weeks of leave, if child is handed over after 4 weeks and upto 8 weeks of birth.
 - c. Eighteen (18) weeks of leave, if child is handed over after 8 weeks and upto 12 weeks of birth.
 - d. Women employees, in continuous service for 80 working days are eligible to avail this leave, if required.
 - e. Commissioning mothers should inform HOD and HR, at least 8 weeks prior to the expected date of delivery, informing tentative date of handover of child.
 - f. Approval of leave for commissioning mothers will be subject to submission of related documents i.e. birth certificate of the child; Surrogacy agreement and ART clinic medical documents, prior to proceeding on the leave.
 - g. Commissioning mothers will be eligible for gross salary excluding conveyance allowance during the period of this leave
 - h. This leave shall start from the date of handover of the child and shall be taken in continuation

3.2.4 Adoption Leave (AL)

- I. All employees who are confirmed in service prior to adoption of child are eligible for AL for legal adoption of child. Further guidance on this leave is available in Adoption Leave Guidelines, Annexure 1, of this policy.
- II. Employees availing this leave will be eligible for gross salary excluding conveyance allowance during the period of Adoption Leave.

3.2.5 Paternity Leave

- I. All male employees are eligible for Paternity leave which can be availed up to a maximum period of 5 continuous working days.
- II. The leaves can be availed within a period of three months, effective from the date of birth of the child, without any breaks in the leave.
- III. The period of paternity leave entitlement for employees will be limited to two surviving children.
- IV. Employees availing Paternity Leave will be required to notify HOD and HR,
- V. Unutilized Paternity Leave cannot be encashed.

3.2.6 Bereavement Leave (BL)

- I. Employees are eligible for 5 continuous working days of Bereavement Leave in the unforeseen event of the demise of immediate family member [spouse, child, siblings and parents (including in-laws)].
- II. Employees availing Bereavement Leave should intimate reporting manager and HRBP within 3 days of such unforeseen event.
- III. Bereavement Leaves can be availed within 90 days of such unforeseen event.

3.2.7 Relocation Leave

- I. Employees who are permanently transferred to Mangalore/Hyderabad office locations as per the Employee Transfer Support Policy are eligible for a continued relocation leave of 5 working days at the time of relocation.
- II. Relocation leave should be availed during the first six months of relocation after which the relocation leave shall lapse.

4.0 Conditions for availing and Encashment of EL

4.1 Application and approval

- 4.1.1** All applications for leave needs to be submitted through the Leave module in Employee Self Service (ESS) section of Intranet.
- 4.1.2** Such application should be submitted and approved before availing leave (except in case of sudden illness or emergency).
- 4.1.3** In case of any illness or emergency, employees must inform or arrange to inform immediate supervisor prior to close of respective payroll period for approval of such absence.
- 4.1.4** Leave should be applied for, approved or denied only through the ESS module prior to the close of the respective payroll period.

4.2 Availing leaves during notice period

- 4.2.1** Subject to prior approval of HOD and HR, employee serving notice, can avail EL for a period not exceeding five (5) working days during such notice period.
- 4.2.2** Any absence during the notice period needs to be regularized and approved by the reporting manager by the 25th of the current month, or the last working day if falling in the same month (whichever is earlier) to avoid deduction due to loss of pay. Any unregularized absence will be directly processed as loss of pay during notice period. The process of auto leave deduction for unregularized absence days will not be followed during noting notice period.

4.3 Lapse and carry-forward of EL

- 4.3.1** Unutilized EL balance at the end of the financial year will be carried forward to the next financial year.

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- 4.3.3, EL not availed during the financial year shall be eligible for carry-forward to subsequent period up to a maximum of 45 days
- 4.3.4 EL beyond 45 days shall be auto-encashed as per the provisions of the Policy.

4.4 Encashment of EL

- 4.4.1 Mandatory encashment of EL is followed during:
 - a. Separation / Exit formalities as part of final settlement.
 - b. Where the EL balance exceeds the maximum limit (45 days).
- 4.4.2 Employees may be given an option once every financial year to encash EL in excess of 30 days.
- 4.4.3 All leaves encashed as per clause 4.4.1 b. and 4.4.2 will be paid on basic salary, subject to deduction of taxes as per the extant rules under Income Tax Act, 1961.
- 4.4.4 However, at the time of employee exit, all earned leaves will be encashed on gross salary, subject to deduction of taxes as per the extant rules under Income Tax Act, 1961.

4.5 Absence without Leave

- 4.5.1 Any employee shall not absent himself / herself without leave beyond the period of leave originally granted / extended.
- 4.5.2 Any absence / leave without enough leave balance will be treated as ‘Loss of Pay’ (LOP) / Leave without pay, for the duration of such absence.
- 4.5.3 Any unauthorized absence of employee for a continuous period of Seven (7) days will be treated as ‘Abscondence from Service’, and employee will be liable for action as defined under the Standing Orders of the Company.
- 4.5.4 During any emergency, intimation to HOD / HR should reach within 3 days of such unauthorized absence.

4.6 General Guidelines

- 4.6.1 Leaves will be calculated on a financial year basis – from April to March every year.
- 4.6.2 All Earned Leaves will be credited in arrears, on a monthly basis after payroll close, except for the month of March, wherein the credit would be done prior to the payroll close.
- 4.6.3 CL/SL of 12 days would be credited in advance for the entire financial year.
- 4.6.4 All Leaves are pro-rated for the period worked, adjusted from the date of joining and for any extended absence from work.
- 4.6.5 All Leaves must be applied and approved prior to the payroll close of the respective month.
- 4.6.6 In computing any leaves, any fractions will be rounded off to half day and adjusted accordingly at the end of every payroll period.
- 4.6.7 Leaves are granted / approved at the discretion of the Company.

Summary of Eligible Leaves

Leave Category	Eligibility	Prorated Credit
CL- SL	12 days p.a.	On joining, in advance

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Earned Leave	18 days p.a.	On joining, in arrears on completion of each month of service
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5.0 Exceptions

- 5.1 Any exception to any of the above stated clause shall be subjected to the approval of the Head HR
- 5.2 For any disputes related to the applicability of the policy, employees can contact Head of HR. The decision by the Head HR, in such case, shall be deemed as final and binding to all.

6.0 Compliance Clause

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

7.0 Company Rights

Company reserves the right to amend or withdraw this policy, in whole or in part, at any time with or without notice.

Annexure 1: Adoption Leave Guidelines

1.0 Objective

The objective of this document is to establish guidelines on Adoption leave.

2.0 Guidelines

2.1 Eligibility

All confirmed employees of Syngene are eligible for adoption leave (AL).

2.2 Adoption leave

2.2.1 The adoption leave shall be as per below categories, which are defined based on age of the child:

- I. Twelve (12) weeks of adoption leave can be availed for adoption of child aged 1 day or above and up to 5 years
- II. Eight (8) weeks of adoption leave can be availed for adoption of child aged above 5 years and up to 10 years
- III. Four (4) weeks of adoption leave can be availed for adoption of child aged above 10 years and up to 17 years

2.2.2 The adoption leave shall start from the date of handover of child and this leave must be taken in continuation.

2.2.3 A self-attested copy of the legal documents confirming the adoption and the adoption certificate should be submitted to HR prior to availment of AL.

2.2.4 Any unutilized AL shall not be encashed.

2.3 Application of Adoption leave

2.3.1 Employees availing AL should inform HOD and HR, and obtain approval, at least 8 weeks prior.

2.3.2 The Adoption leave can be applied through the Leave module in Employee Self Service (ESS), based on the category eligible.