



LEAVE POLICY

ISSUE DATE: APRIL 2024



PURPOSE

The objective of this policy is to state the entitlement, procedure and guidelines for the leave that can be availed by the Employees (as defined in this policy).

DEFINITION

Company/ TLC: TLC Digitech Private Limited and will include any/all of this affiliates and/or] group company/ies registered in India. Affiliate and /or group company/ies would mean and include companies having common ultimate parent holding Company.

Employee: All employee on payroll of TLC. This Policy shall apply to all employees.

Sick Leave: Paid leave that an Employee can avail when he/she is away from work due to illness.

Casual Leave: Paid leave that an Employee can avail to meet any unforeseen event(s).

Earned Leave: Paid leave an Employee earns based on days worked and can be availed through the year. If not availed during the year, the balance leave cannot be carried forward or encashed as defined in this policy.

Maternity leave: Paid leave to be availed by women Employees for giving birth to a child, including women acting as a commissioning mother and adoption. It also includes treatment of leave in case of related illness or miscarriage.

Compensatory off: Paid holiday granted to an Employee in lieu of attending work on a day which otherwise is a holiday and /or a weekly off for the respective process/function. (the locations for which Compensatory off will be provided for working on a Holiday is described below in section on "Compensatory off").

National Holiday: National Holiday is a holiday with wages on Independence Day, Republic Day, and Mahatma Gandhi's birthday or as notified by the Government.

Unscheduled Leave: Any absence from the workplace which is not in accordance with Leave Policy or not in approved by the respective manager/supervisor.

Eligibility

All Employees are eligible to avail leaves as per this Leave Policy except Employees serving their 6 months' Probation period. Employees serving Probation are entitled to one (1) leave per month in addition to National Holidays.



GUILD LINES

Earned Leave

- All Employees are entitled to fifteen (15) paid leave in a year, one (1) earned leave will accrue only after completion of one (1) month of employment and at end of the year Fifteen (15) leaves in total. Employees can take earned leave at stretch only twice in year.
- In case an Employee avails leaves more than the existing leave balance; the additional leaves will be counted as unpaid.

Casual leaves

- All Employees are entitled to six (6) days of Casual Leave in a year.

Sick Leave

- All Employees are entitled to six (6) days of leave in a year.
- Sick Leave (SL) will be availed by Employees subject to producing a medical certificate.
- Sick Leave can be availed only after exhausting Earned and Casual Leaves.

Carry Forward

- Leaves are not carried over to the next year and if not utilised, will lapse at the end of the year (31st December).

Encashment

- Leaves cannot be encashed.

Sandwich Leave Rule

- With the sandwich rule, if an Employee takes leave on both the days before and after non-working days (e.g. a weekend or public holiday), the regular non-working days will also be counted as leave for the Employee and deducted from their annual leave balance.
- Sandwiching will happen only when both the ends or prefix and suffix of a holiday are leaves. That is, when a holiday falls between two availed leaves, they are merged and considered as sandwich leaves.
- If any week offs or public holidays fall between two availed leaves, then all those days will be treated as paid leaves including the holidays & week offs under the sandwich leave policy. Here the holiday got sandwiched between two availed leaves, so all those days combined are called sandwich leaves. The sandwich leave policy does not apply if the Employee takes leave only after the holiday(or) before the holiday.



Maternity Leave

All women Employees having less than 2 surviving children are entitled to maternity leave for twenty-six **(26) weeks (182 calendar days)** of which not more than eight (8) weeks shall precede the date of actual delivery.

All women Employees having more than or equal to two surviving children are entitled to twelve **(12) weeks** of paid leave for giving birth to child after two (2) surviving children, of which not more than six (6) weeks shall precede the date of expected delivery.

To be entitled to maternity benefit, a woman Employee should have worked in the Company for the period not less than one hundred and sixty days **(160) days in the twelve months immediately preceding the date of her expected delivery.**

- **Adopted Leave:** A woman who legally adopts a child below the age of three (3) months is entitled to maternity leave for twelve (12) weeks from the date the child is handed over to the adopting mother.
- **Surrogacy leave:** A commissioning mother, i.e a biological mother who uses her egg to create an embryo implanted in another woman is entitled to maternity of twelve (12) weeks from the date the child is handed over to the commissioning mother.
- **Leave for miscarriage or medical termination of pregnancy:** A woman, on production of required supporting document, will be entitled to six (6) weeks of leave immediately following the day of miscarriage or medical termination of pregnancy.
- **Tubectomy:** Two (2) weeks paid leaves immediately following the day of operation.
- **Other Maternity Related Leaves:** A woman suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy will be entitled to an additional paid leave for a maximum period of one (1) month upon providing the required supporting documents.

For Employees covered under the Employee's state insurance (ESIC), maternity leave and payment will be settled by ESIC as per their SOP'S. Employees need to submit required documents, certificate copy issued by ESIC authorities.

Claim leave entitlement beyond one and eighty-two (182) calendar days if any will be without pay and they will need to contact ESI for the requisite compensation.

No woman Employee shall work during the six (6) weeks immediately following the day of her delivery or miscarriage.

During the maternity leave period, monthly earned leaves will continue to accrue.



Maternity leave cannot be accumulated, carried forward or encashed. Maternity leave can be combined with annual leave and/or LWOP can also be availed after its duly approved by the Manager.

National and Festival holidays

- All Employees are entitled to leaves on account of National and Festival holidays, over and above the annual leave entitlement.
- The Company will declare the list of holidays at the beginning of each calendar year for all location, Employee will be entitled to seven (7) days fixed holiday and can choose any five (5) days from the optional holiday list shared by the HR team.

Compensatory off

- Paid holiday granted to an Employee in lieu of attending work on a day which otherwise is a festival holiday or a weekly off for the respective process/function.
- Compensatory off can be availed in consultation with the concerned reporting manager within one (1) month of the said festival or weekly off and is dependent on process specific requirements.