

Embed Square Solutions Pvt. Ltd.

Where Excellence meets with innovation

Embed Square Solutions Pvt. Ltd. – Leave and Holiday Policy

Eligibility:

All Employees on Permanent Rolls and Trainees of the Company and the Employees on Fixed Term Contract will be eligible for the Leaves as per Company 'Leave and Holiday Policy'.

Entitlement:

Entitlement of Leaves to be done as per the Policy laid down as follows:

1. Paid Holidays

List of actual paid holidays based to be notified at the beginning of each Year,

2. Earned Leave

A. Policy Applicable:

- i. All employees will be eligible for Earned Leave(s).
- ii. Earned Leave(s) can be availed for reasons of Casual, Sick and Privileged Leaves.
- iii. The Earned Leave(s) can be availed in denomination of a Half Day minimum.
- iv. An employee can use Leave(s) to the extent of available Leave balance.
- v. A minimum of 50 percent of the Leave(s) should be consumed in each Calendar Year; otherwise, the same shall lapse at the end of the Year.
- vi. If the Leave application process is not followed properly the Leave(s) will be treated as unpaid Leave(s), if the Leave(s) applied are more than Leave balance available, the extra Leave(s) will be treated as unpaid leave.
- vii. Any absent day(s) beyond Leave balance to be considered as Leave without Pay.
- viii. Intervening Weekly Offs and Paid Holidays during a Leave period will not be treated as Leave (only working days will be treated as Leave).

B. For Employees on Permanent Rolls and Trainee(s):

- i. The Total Earned Leave per year to be 24 days.
- ii. Leave will be credited monthly @ 2 days per month for each month of work, accrued on pro-rata basis.
- iii. Accumulation of Earned Leave up to 45 days is allowed for all grades, at the end of each Calendar Year.
- iv. Sick leaves cannot be merged with other leaves, and they lapse if not consumed.
- v. 50% of the following leaves (Privilege + Casual) can be carried over to next year
- vi. Minimum 15 days Prior notification to Manager is required in a situation where the employee seeks three or more than three leaves.

The Leaves may be bifurcated in the following manner:

Sr. No.	Type of Leave	Number of Leaves
1	Sick Leave	8
2	Causal Leave	6
3	Privileged Leave	8
4	Personal Emergency	2

C. For Employees engaged in Fixed Term Contract:

- i. Employees engaged in a Fixed Term Contract shall have the paid Holidays as per the Company Policy whereas the Leave Policy will be made applicable as agreed by their Contractor.

D. For Employees on Probation Period:

While on probation Employees will have two paid Leaves.

1. Maternity Leave

- i. A Woman Employee shall be entitled to Maternity Leave benefit who has actually worked in the Company, for a period of at least eighty days in the twelve months immediately preceding the date of her expected delivery.
- ii. Women employees who are expecting a child and fulfill the criteria as above are entitled to 26 weeks of Maternity Leave. The intervening Weekly Offs/ Holidays will also be counted in these 26 weeks.
- iii. Maternity Leave can commence before the expected date of delivery, however, not more than eight weeks shall precede the date of expected delivery and can be taken in conjunction with Earned Leave, with prior intimation to the Reporting Manager and respective HR.
- iv. The woman employee entitled to maternity benefit shall give a notice in writing to respective Manager and HR Department.
- v. A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to Maternity Leave for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- vi. Leaves under this clause cannot be accumulated, encashed or transferred.
- vii. No woman is allowed to join other organization while on Leave under this clause; else all the benefits would be rescinded, and it may result into termination.

2. Leave During Notice Period

- i. In case Employee is serving Notice Period, they will not be able to avail any Leave during Notice Period unless due to any medical exigency upto a maximum of 2 days (Unpaid Leave).
- ii. Any leave request during Notice period is subject to approval by the “Director Of The Organization” & the decision will be considered as the final word.
- iii. Any unapproved leave during Notice Period will be treated as Leave without Pay.

3. Procedure

- i. Barring occasional, unplanned short duration Leave, Earned Leave must be applied for, before proceeding on Leave.
- ii. Unplanned Leave should also be regularized through appropriate Leave application after resuming office.
- iii. Immediate Reporting Manager shall approve Leave application & the HR Team must be subsequently notified of same officially over email.

4. Effective Date

- The above Policy will come into effect from September 2023 and would supersede all the earlier policies and communication in this regard.
- This Management of Embed Square Solutions Pvt. Ltd. reserves the rights to modify or eliminate any clause/ leave (s)/ make critical changes in the provided policy as per the legal standards and Organization’s requirements in future.