



Reliance Infrastructure Limited

Leave

Prepared & Issued by	Date of Implementation	Version
Corporate HR Reliance Infrastructure Ltd.	01.06.2024	5.0

Title	Leave
Version	V 5.0
Creation Date	1 st June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ul style="list-style-type: none">a. HR is responsible for the maintenance and advocacy of the Policyb. HR is responsible for compliance with local laws/ statutory requirementsc. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Operations & Compliance
Final Approval	CHRO (Chief Human Resource Officer)
Topics	<p>This document covers the policies and guidelines with respect to</p> <ul style="list-style-type: none">• Paid Leave• Maternity Leave• Paternity Leave• General Leave Rules• Leave Availment Process• Leave Without Pay
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

Leave

1. Scope

- 1.1. This policy shall cover all employees across of R-Infra and its Associate / Group companies.
- 1.2. This policy shall cover any additional Company to be established within R-Infra Group unless it is decided to have a separate policy for its purpose.
- 1.3. Specific Leave Rules for respective Businesses shall be as per the Circulars issued from time to time.

2. Eligibility

- 2.1. Employees are entitled to avail the following types of leave:
 - 2.1.1. Paid Leave
 - 2.1.2. Maternity / Miscarriage Leave
 - 2.1.3. Paternity Leave
- 2.2. The leave year shall be calendar year i.e., from January to December.

3. Policy

3.1. Paid Leave

- 3.1.1. Employees are eligible for 30 days Paid Leave per calendar year.
- 3.1.2. Employees shall be eligible for additional leaves based on their tenure, as per the table given under:

Tenure-based Leave Entitlement

Tenure with the company	Additional Leave Eligibility (per year)	Total Paid Leave Eligibility (per year)
0 to 5 years	-	30 days
5 to 10 years	1 day	31 days
10 to 15 years	3 days	33 days
>15 years	6 days	36 days

- 3.1.3. Of these 30 days, 6 days of leave shall be credited in advance at the beginning of the calendar year. Similarly out of 36 days 12 days shall be credited in advance.
- 3.1.4. The balance 24 days shall be credited to the employee's leave balance at the rate of 2 days per month at the beginning of each month.
- 3.1.5. Employees joining in between the calendar year shall become eligible for pro-rata Paid Leave for the remaining part of the calendar year.
- 3.1.6. Employees can avail minimum $\frac{1}{2}$ day leave at a time.
- 3.1.7. Weekly offs / Holidays that fall in between Paid Leave shall not be counted in the leave.
- 3.1.8. Balance Leaves at the end of calendar year shall be carried forward maximum upto 6 days.

- 3.1.9. Un-availed Paid Leaves in excess of 6 days, if any, at the beginning of every calendar year shall stand lapsed.
- 3.1.10. Paid Leaves are not encashable and shall not be encashed during service or at the time of separation on account of any reason.
- 3.1.11. Employees generally shall apply for the leave in advance.

3.2. Maternity Leave

- 3.2.1. Female employees are entitled for Maternity Leave of 26 weeks at a stretch. Maternity Leave can be availed maximum upto 8 weeks before the expected date of delivery or from the date of delivery.
- 3.2.2. The application shall be supported by a medical report from treating registered medical practitioner. Employee shall resume duties on being certified to be medically fit for duties.
- 3.2.3. Maternity Leave of 26 weeks can be availed only upto two living children. Maternity Leave of 12 weeks shall be applicable beyond two living children.
- 3.2.4. Maternity Leave upto 12 weeks shall be granted for adoption of a child, below the age of three months, as well as to commissioning mothers. In such cases, date of handover of child to mother shall be considered as start date of the leave. The application for such leave shall be supported by the necessary documents.
- 3.2.5. In unfortunate event of miscarriage, female employees shall be entitled to 6 weeks of leave. The application shall be supported by a medical certificate from a registered medical practitioner. Employee shall resume duties on being certified to be medically fit for duties.
- 3.2.6. Weekly offs / Holidays that fall in between Maternity Leave / Miscarriage Leave shall be counted as part of the leave.
- 3.2.7. Maternity / Miscarriage leave cannot be accumulated or encashed.

3.3. Paternity Leave

- 3.3.1. Employees shall be eligible for 10 days Paternity Leave, in the event of child birth or adoption of a child less than 3 months of age.
- 3.3.2. Paternity Leave can be availed any time within 12 weeks after the birth of the child / date of adoption.
- 3.3.3. The application for Paternity leave shall be supported by the necessary documents.
- 3.3.4. Weekly offs / Holidays that fall in between Paternity Leave shall be counted as part of the leave.
- 3.3.5. Paternity Leave can not be accumulated or encashed.

4. General Leave Rules

- 4.1. Employees shall apply for leave through ESS and get the same approved, prior to availing the leave or within a period of 60 days from the date of absence, on resuming their duty.

4.2. An employee, who proceeds on leave and does not resume duties thereafter or submits his resignation or is treated as having voluntarily abandoned the service, will forfeit his right to leave and will lose lien on the job and the resignation may, at the company's sole discretion, be accepted from his last working day in the Company, notwithstanding the leave granted earlier.

5. Leave Sanctioning Authority / Approving Authority

5.1. Respective HR Department shall prepare and maintain Relationship Matrix of all employees for sanctioning leave through ESS.

5.2. L1 reporting officer shall be the Approving authority in case of Paid Leave, Maternity Leave, and Paternity Leave within the normal quota.

6. Process

6.1. Leave Availment

6.1.1. Any leave availed after 1st July 2019 shall be first deducted from new Paid leave quota. In event that the leave availed is more than the available Paid Leave quota, excess days shall be deducted from earlier Privilege Leave balance subject to available leave balance.

6.1.2. Leave availed upto 30th June 2019 shall be treated as per earlier Leave Policy.

6.1.3. Leave availment of 30 days or more at a stretch shall be on need basis, on approval of Business / Function Head, Business HR Head and Head Corporate HR.

6.2. Treatment of Leave Balances as on 30th June 2019

6.2.1. Privilege and Sick Leave Balances as on 30th June 2019 shall be maintained as it is.

6.2.2. Balance Privilege leave can be encashed during service, once a year upto 30 days.

6.2.3. Leave encashment of more than 30 days in a year is applicable only in case of requirement of funds on account of marriage of self, marriage of child, higher education of child or medical exigency. This shall be subject to submission of necessary documents, on approval of Business / Function Head, Business HR Head and Head Corporate HR. This shall be subject to retention of minimum balance of 90 days, or 30 days in case privilege leave balance at the time encashment request is 90 days or less.

6.2.4. Balance Privilege Leave at the time of separation shall be encashed only at the time retirement or death with full and final settlement.

6.2.5. Sick Leave balance as on 30th June 2019 shall be encashed, only at the time retirement or death with full and final settlement.

6.2.6. Leave encashment shall not be applicable at the time of resignation, termination, contract expiry, except retirement or death.

6.2.7. Casual Leave balance as on 30th June 2019 if any shall stand lapsed. Casual Leave availed upto 30th June, in excess of employee's eligibility as on 30th June 2019, if any, shall be deducted from available Privilege Leave balance.

6.2.8. All encashments shall be calculated at Basic as on 30th June 2019.

- 6.2.9. All tax and other implications on account of such encashment will be borne by the employee.

6.3. Leave Application

- 6.3.1. When an employee applies for leave through ESS, the system checks for all the validations of leave and saves the request in the system.
- 6.3.2. The leave request shall be forwarded through the system to the reporting officer of the employee for approval / rejection. Reporting Officer shall approve / reject the leave request through his ESS ID.
- 6.3.3. The system shall update approved leave request in SAP-HR and shall accordingly update the leave balances of the employee.

6.4. Leave Cancellation

- 6.4.1. When an employee applies for leave cancellation through ESS, the system will allow canceling the leave request upto one day prior to the start date of leave period.
- 6.4.2. The leave cancellation request shall be forwarded to the reporting officer of the employee. reporting officer shall approve the leave cancellation request through his ESS.
- 6.4.3. The system shall update approved leave cancellation request in SAP-HR and shall accordingly update the leave balances of the employee.

6.5. Leave Extension

- 6.5.1. In case an employee wishes to extend his leave, he shall submit an application to the Approving Authority for approval before the sanctioned leave is exhausted.
- 6.5.2. In case of extension of leave without approval, the leave so taken is accounted as unauthorized absence.

7. Leave Without Pay (LWP) / Unauthorized Absence (UA)

7.1. LWP / UA shall be treated on following grounds:

- 7.1.1. When employee has availed leave with due approval but there is no sufficient leave balance in employee's account, it shall be considered as Leave without Pay (LWP).
- 7.1.2. In case employee has not applied for the leave despite having leave balance in his account or leave applied by him is rejected by approving authority, the same shall be treated as Unauthorized Absence (UA).

7.2. Treatment of LWP / UA

- 7.2.1. Proportionate (full day / half day) salary shall be deducted corresponding to the period of absence.
- 7.2.2. Paid Leave entitlement for the subsequent month(s) shall be reduced in proportion to the period of absence.
- 7.2.3. PLI payout shall be reduced in proportion to the period of absence.

Guidelines on Compensatory Off for PSOs

1. Currently all the PSOs are eligible for benefits as per R-Infra Policies.
2. However role of PSOs is very critical for wellbeing and safety of the Promoters.
3. In view of the above their commitment and availability is of utmost priority to the Organization.
4. In order to ensure smooth operations in the team, PSOs work 6 days a week as against 5 days a week working for employees of other support functions.
5. Also many times, by virtue of their role, they are required to work on Public Holidays declared by the Company, such as Holi, Gudi Padva etc.
6. In view of the above, PSOs shall be eligible for Compensatory Off (CO) for the days worked on Public Holiday as per Company's Annual Holiday Calendar for the given year.
7. The above shall be applicable from calendar year 2023 and necessary changes / development in system shall be incorporated.
8. Head of Department shall intimate HR regarding CO details earned by each PSO for updation in system. CO shall be valid for the period of One year from the date of generation.
9. Any further leave availment by PSO shall be deducted from CO quota first.

Guidelines for MOOPL Employees

Compensatory Off

1. Compensatory Off is extended to the Manager and below employees
2. The earned Compensatory Off should be availed within 90 days from the date on which the employee has worked in additional shift / weekly off/ National Holiday or else it lapses.
3. Employees can avail only two Compensatory Off in a month.
4. Compensatory Off cannot be clubbed with any other leave / holiday. It can be clubbed only with Weekly off, with the due approval of reporting officer.
5. Compensatory Off cannot be accumulated / encashed
6. Compensatory Off will be granted to employee who complete their full scheduled working hours
7. Compensatory Off can be earned, when an employee is asked to work on following days due to work exigencies:
 - i. Weekly off
 - ii. National Holiday
 - iii. Rostered in two consecutive shifts (Complete 8 working hours)

Accidental Leave

1. If an employee is injured or suffers ill health during the course of duty hours; the situation may be termed as "Injury on duty". It includes:
 - i. Any type of injury during the course of "On duty"
 - ii. An disease or ill health which is contracted by an employee in the course of his/her employment with Mumbai Metro One and to which the employment was a primary or contributory factor, and is also responsible for the aggravation, acceleration, exacerbation or deterioration of any disease
 - iii. Physical assault during the course of work
 - iv. It does not include an injury is caused by breach of safety rules, regulations, procedure or gross negligence on the part of the employee or any injury which is caused to the employee in the state of intoxication
2. Based on the incident report/ medical report and recommendations by concerned Manager/ Doctor, employee shall be sanctioned the Accident Leave accordingly.
3. Maximum limit for Accident Leave shall be as per the recommendations/advice of Doctor/ Functional head.
4. Salary during Accident Leave may be paid on average monthly salary basis and exclude night duty allowance, National Holiday allowance, Overtime, etc.
5. If the injury is of the nature which comes under the purview of Temporary/ permanent disablement, compensation shall be claimed under Accidental Policy from the insurance company.

Leaves to interns

1. Interns are eligible for 15 days leave for calendar year on pro-rata basis. Leave cannot be accumulated or carried forward or encashed.