

SADRAVYA MONEY MANAGEMENT PRIVATE LIMITED
COMPANY LEAVE POLICY

Policy No.	SARDAVYA MONEY / HR / 2025 / LEAVE V1
Policy Title	Leave Policy
Coverage	This policy is applicable to all employees for SADRAVYA MONEY MANAGEMENT PRIVATE LIMITED
Originator, Policy Owner and Administrator	Human Resources
Approver	Board of Directors
Effective Date	January 1, 2025
Next Date of Review	December 31, 2026

LEAVE POLICY ADMINISTRATION GUIDELINES

1. For the purpose of all provisions under this policy, the calendar year January 1 to December 31, will be considered applicable
2. Except in case of emergencies, all leaves will be granted subject to exigencies of work. Leaves should be availed in the planned manner. It should be with the prior approval of the sanctioning authority and intimation to the Board of Directors. No leave or extension of leave will be considered granted unless the approval has been formally communicated to the employee.
3. Where it is not possible to apply leave in advance, the immediate supervisor should be intimated at the beginning of the day of absence
4. Employee remaining absent without permission for more than 7 days shall be liable to lose his / her lien on his / her appointment and his / her failure to resume duty within the said period shall be deemed to be a voluntary cessation of his / her employment.
5. Nothing contained in Point 3 and Point 4 shall be applicable, if employee remain absent due to personal / family emergencies, and same shall be decided on a case to case basis

TYPES OF LEAVES

1. PRIVILEGE LEAVE :

- a. Employees are entitled for 16 days of Privilege Leaves (PL) in a calendar year. This is earned on a monthly basis i.e. 1 day per month, and 2 additional leaves each in the month of June and December.
- b. In case of mid-year joining PL shall be credited on pro-rata basis
- c. PL can be availed only post confirmation
- d. Female employees shall be permitted to prefix or suffix PL to Maternity Leaves subject to producing a Medical Certificate from Doctor
- e. Intervening weekly offs and SADRAVYA MONEY MANAGEMENT PRIVATE LIMITED declared staff holidays **WOULD NOT Be** counted as part of PL
- f. Any number of PLs can be availed at a time
- g. Employees can not avail PL when serving Notice Period
- h. PL shall be allowed to be carried forward to the next calendar year, subject to ceiling of 20 leaves, and remaining leaves shall lapse.

2. SICK LEAVE

- a. Employees are entitled for 7 days of Sick Leave in a calendar year
- b. The leaves shall be credited in the beginning of the year
- c. In case of mid-year joining Sick Leave shall be credited on pro-rata basis
- d. Employees availing 3 and more days of sick leave are required to submit a Medical Certificate as proof of sickness on resuming duty
- e. Female employees shall be permitted to prefix or suffix Sick Leave to Maternity Leaves subject to producing a Medical Certificate from Doctor
- f. Intervening weekly offs and SADRAVYA MONEY MANAGEMENT PRIVATE LIMITED declared staff holidays **WOULD Be** counted as part of Sick Leave
- g. Any balance at the end of calendar year shall not be carried over to next year

3. CASUAL LEAVE

- a. Employees are entitled for 8 days of Casual Leave in a calendar year which would be credited at the start of calendar year
- b. In case of mid-year joining Casual Leave shall be credited on pro-rata basis
- c. Casual leaves can be availed for maximum 3 Days at a time
- d. Employees can not claim Casual Leave while serving notice period
- e. Intervening weekly offs and SADRAVYA MONEY MANAGEMENT PRIVATE LIMITED declared staff holidays **WOULD Be** counted as part of Casual Leave
- f. Any balance at the end of calendar year shall not be carried over to next year

4. MATERNITY LEAVE

- a. A female employee is eligible to take maternity leave if she has worked for at least 80 days in the 12 months preceding her expected delivery date.
- b. All pregnant female employees are entitled to a maternity leave of 26 weeks for their first and second child. Out of these, they can take up to 8 weeks of leave before the delivery of their child.

- c. For the third or subsequent pregnancy, expecting mothers are eligible to take maternity leave of 12 weeks.
- d. Adopting mothers or Commissioning Mothers are eligible for a 12-week maternity leave, which starts from the day their newborn is handed over to them.
- e. In case of medical termination or accidental miscarriage, a woman employee can take 12 weeks of maternity leave.
- f. Besides, additional paid leaves can also be granted based on the health and situation of the mother and her baby.