

I-HUB QUANTUM TECHNOLOGY FOUNDATION

Dr Homi Bhabha Rd, Ward No. 8, NCL Colony, Pashan, Pune, Maharashtra 411008

CIN: U73100PN2021NPL199577

E-mail ID: quantum.tech@iiserpune.ac.in

LEAVE POLICY

Contents

Para No	Subject	Page No.
-	Preface	1
1	Policy Coverage	2
2	Leave Year	2
3	Different Types of Leaves	2-5
4	Leave Application Procedure	5-6
5	Cancellation of Leave	6
6	Absence of Duty	6-7
7	Revision of Leave Policy	7

1. Policy Coverage

This leave policy ("**Policy**") shall apply to all personnel engaged by I-HUB QUANTUM TECHNOLOGY FOUNDATION ("**Company**"). The Company may amend this Policy at any time, at its sole discretion. The Policy covers leave entitlement and the procedure to be followed for availment of leave.

2. Leave Year

The leave year of the Company is calculated from 1st January to 31st December of every calendar year.

3. Different Types of Leaves

3.1 Sick/Medical Leave:

- a. All personnel of the Company are eligible for 12 days of sick/medical leaves in a year (assuming they are with the Company for 12 months). These leaves are granted for situations where the personnel are not able to attend to work on medical grounds. It may be noted that sick/medical leave that personnel are entitled to, will not be carried forward to the consecutive leave year or be eligible for leave encashment under any circumstances.
- b. Sick leaves will be credited to personnel on a pro-rata basis depending on the time of joining in the year. Sick leave cannot be availed for more than 2 days at a stretch unless supported by a Medical Certificate.
- c. Any sick leave availed in excess of the maximum entitlement of 12 days will be off set against the earned leave balance, if any, or the personnel shall face a loss of pay for the excessive day(s) of leave availed.

3.2 Earned Leave:

- a. All personnel will be eligible to 18 earned leaves in a year("EL"). However, in the event the personnel joins during the course of the year, EL will be calculated on a pro-rata basis from the date the personnel join the Company.
- b. Unavailed EL can be accumulated and carried forward to the following year, subject to a cap of 10 days every calendar year. Personnel may accumulate up to a maximum of 30 days of EL. Balance EL remaining unutilized as on 31st December will lapse.

- c. A minimum of 5 days advance notice and prior approval from HR/reporting manager is required for availing EL.
- d. Personnel are not entitled to EL during their probation period. EL accumulated during probation may be availed only on completion of the probationary period.
- e. National/declared/festival/weekly off days can be prefixed and/or suffixed to EL.
- f. Intervening national/declared/festival/weekly off days will not be counted as part of the leave.
- g. Accumulated EL can be encashed at the rate of last basic pay during final settlement in case of resignation/retirement/termination.

3.3 Maternity Leave:

- a. All women personnel who have completed 80 days of service with the Company are eligible for maternity leave.
- b. The maximum period for which personnel are entitled to maternity leave is for 26 weeks, of which not more than 8 weeks shall precede the date of expected delivery.
- c. The maximum period for availing the maternity leave for a mother of two or more surviving children shall be 12 weeks, of which not more than six weeks shall precede the date of her expected delivery.
- d. Commissioning Mother/ Adoption Leave: • A woman who legally adopts a child below the age of 3 months is entitled for a period of 16 weeks from the date the child is handed over to the adopting mother. This type of leave is applicable to 2 surviving children. • A woman who legally adopts a child above the age of 3 months is entitled for a period of 12 weeks from the date the child is handed over to the adopting mother. This type of leave is also applicable to 2 surviving children.
- e. The personnel should inform the HR department about her pregnancy a minimum of 2 months before proceeding on leave.
- f. The application should be supported by a medical certificate confirming the pregnancy and expected date of childbirth.
- g. Maternity leave may be combined with accrued EL with prior approval of the HR department.

- h. Leave may be extended for up to 6 months due to any pregnancy related complications, with loss of pay. In such event, personnel must produce a valid medical certificate from a registered medical practitioner along with her leave application and forward it to the HR department a minimum of 2 weeks in advance.
- i. Unavailed maternity leave is non-encashable.
- j. The weekly offs and holidays falling during this period will be part of the leaves availed.
- k. Intervening national/declared/festival / weekly off days will be counted as part of leave.

3.4 Paternity Leave:

- a. All male employees in the Company are eligible for paternity leave of 10 days before or within six months of the delivery of the child.
- b. The application should be supported by a medical certificate confirming the pregnancy and expected date of childbirth, or birth certificate of the child.
- c. Unavailed paternity leave is non-encashable.
- d. The weekly offs and holidays falling during this period will be part of the leaves availed.
- e. Intervening national/declared/festival/weekly off days will be counted as part of leave.

3.5 Loss of Pay (Sabbatical Leave):

- a. Loss of pay ("LOP") can be applied for by personnel when no other leave is available and may be approved by the Company only when such personnel is deemed to be unfit to perform his/her duties, or due to any other circumstances beyond the personnel's control.
- b. During the period of LOP, the personnel is not entitled to any pay or allowance.
- c. A maximum of 3 months of LOP can be availed on the approval of the management (and only in exceptional cases like medical leave/sick leave, etc.)
- d. If the personnel fails to report to duty on the specified date after the sanctioned LOP, it is assumed that the personnel has abandoned their service with the Company of their own accord.

- e. LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.
- f. LOP days will not count towards EL eligibility.

3.5 National/Festival Holidays:

Sl. No.	Date	Day	Holiday
1	15-Oct-21	Friday	Dusshera
2	04-Nov-21	Thursday	Diwali

Personnel may also avail 5 days of optional holidays, which may be chosen based on the local/religious festivals that the personnel follow, but this will be prorated based on the date of joining the organisation. Personnel will also be eligible to a day-off with pay for voting in local assembly elections or the national general election.

4. Leave Application Procedure

4.1 The available leave balance is to be checked by the employee with the HR department/HRMS tool and the leave to be applied by duly filling up the leave application form in the GreythHR portal.

4.2 The application will be forwarded to their reporting officer for approval. The reporting officer is authorized to either grant or disapprove the leave on valid grounds.

4.3 Sanction/ approval of leave is at the discretion of the reporting officer or HR.

4.4 No EL will be permitted during the notice period required in case of resignation.

5. Cancellation of Leave

If the employee wishes to cancel his/her leaves, he may do so by sending out a cancellation request through the Greythr portal. The leaves accounted will be reversed once the cancellation request is approved by the reporting manager or HR.

6. Absence of Duty

6.1 When a personnel takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day(s) will be treated as absence from duty and constitute LOP.

6.2 The personnel has to report to his/her department head or HR on rejoining duty from absence and provide valid reasons for such absence in writing before taking up work again.

6.3 If a personnel is absent from duty continuously for more than 7 days (including any National/Festival/Declared/weekly off days which may fall in-between) without prior leave approval or proper intimation, an official correspondence from the HR department will be sent to him/her asking to report to duty and to provide explanation for his/her absence. If such an absence is repeated for more than two times in a year by a personnel, appropriate disciplinary action may be taken and further enquiry may be conducted.

6.4 Based on the enquiry, any disciplinary action deemed fit will be taken by the management of the Company.

6.5 If there is no response from the personnel within the stipulated time mentioned in official correspondence, it would be assumed that the personnel has abandoned his/her service from the Company on his/her own accord and would be treated and recorded accordingly.

7. Revision of Leave Policy

The leave policy of the Company is subject to revision from time to time, subject to Company policies and changes to applicable law. Implementation of any provision of the Company's leave policy not explicitly covered herein will be at the discretion of the HR department. For any queries/questions on the Policy, please reach out to the HR department