



SPRINGROLE INDIA PRIVATE LIMITED

CIN: U72900KA2017PTC104324

Leave Policy

Applicable Date:

The following Leave Policy may be modified, revised, amended, or discontinued at any time at the sole discretion of Springrole India Pvt. Ltd. This document is strictly for informational purposes and does not constitute any kind of employment contract or any other kind of agreement. This document only applies to individuals who are in the role of the Company as Employees.

To be eligible for any leave and benefit of the Company you must be a salaried employee. Interns, Temporary Contractors, Consultants, and Interns are not eligible for any benefit under this policy.

1. National Holidays/Festivals

In conformity with The Karnataka National and Festivals Holidays Act, 1963, each Employee will be entitled to 8 fixed paid holidays on different national holidays and festivals that would be chosen by the company (including 26th January, 15th August, 2nd October, and 1st November).

At the start of every calendar year, a list will be circulated containing the details of all the available holidays on different festivals. Furthermore, the Employee also has the option to apply for restricted holidays or “**Floater leaves**”, in a given year employee will have the option to choose any 4 days (Of the identified floater leave days) up to their discretion as floater leaves.

Employees shall also be allowed a further full day of paid leave on the day of any election of the State or National Legislature.

2. Paid/Earned Leave

In conformity with The Karnataka Shops and Commercial Establishments Act, 1961, every Employee who is above the age of 18 (eighteen) shall earn 1 (one) paid leave for 12 (twelve) full days that he works with the Company. The Employee can ask the supervising/concerned authority to utilize the earned leaves.



SPRINGROLE INDIA PRIVATE LIMITED

CIN: U72900KA2017PTC104324

The maximum carry forward for such leaves to the next calendar year shall be 45 (forty-five) days. After reaching the maximum limit, there shall be no accrual of any further leaves.

The approval and scheduling of such time off may be subject to prior business needs.

In case an employee fails to utilize all the earned/paid leaves during his time at the company, such leaves to the maximum limit of 45 would be encashed at the time of resignation of the Employee on the basis of the last drawn daily basic salary (excluding any benefits/bonuses, etc.).

Earned Leave entitlement will be prorated for the first and last year of service. If you have served less than 12 months in the year then your annual leave will be calculated on a prorated basis i.e., according to the date of exit. For example, if you leave the organization 6 months from your date of joining you will be entitled to 9 days of casual leaves. In case an employee has applied for more than 9 days the balance would be considered a Loss of Pay.

Employees are not allowed to apply for more than **10 days of paid/earned leaves** at a stretch. However, in the case of an emergency leave sanction remains solely at the discretion of the management of the company depending on the business requirements.

3. Unpaid Leave

Employees may be granted unpaid leave(s) without any salary/compensation if they have exhausted all their Sick leaves and Earned Leaves. However, these leaves may be solely at the discretion of the management of the company depending on the business requirements and the nature of the request of the Employee. In case you need such a leave, inform your supervisor at the earliest. In case an employee takes any unpaid leave(s), then the deduction shall be calculated on the gross salary of the day.

4. Sick Leave /Personal Time -off

Every employee of the Company will have 12 (twelve) days of sick leave/ personal time -off in one calendar year. However, In case an employee joins in the middle of a calendar year, then they would be entitled to sick leaves on a prorated basis, depending on the time they join the organization.

In case of longer illnesses (like surgery, therapy, etc.) that require longer recovery time, firstly, the Sick leaves and the Paid Leaves will be exhausted. Employees can take a maximum of 7 days of leaves in case of hospitalization which includes weekends. In exceptional circumstances, where the illness requires long recovery times, the Company's management shall decide the holidays after the exhaustion of Sick Leaves and Paid Leaves.



SPRINGROLE INDIA PRIVATE LIMITED

CIN: U72900KA2017PTC104324

All the accumulated Sick Leaves will Lapse at the end of the year. There is no option of carry-forward with Sick Leaves.

5. Wedding/Marriage Leave

The Company recognizes that wedding/marriage is an important milestone in any individual's life. Considering this, the Company offers (5) days of Wedding leave so that individuals can celebrate this important milestone of life.

A 30 days notice has to be given for availing these leaves from the Company. There shall be no deduction of salary for availing these leaves.

6. Maternity Leave

In conformity with the Maternity Benefit Act, of 1961, every woman/female employee who has completed 80 days of employment with the Company shall be entitled to Maternity Leave. The leave can be bifurcated into pre-natal and post-delivery leave. The total maximum amount of leave that a female employee can be entitled to is 26 weeks*. Out of the 26 weeks, up to 8 weeks can be sought before the delivery and remaining after the delivery. The whole 26 weeks will be paid for by the Company.

(*For the female employees who are expecting their third child, the Maternity leave is only 12 weeks instead of 26 weeks.) Furthermore, any female employee adopting a child under the age of 1 year shall also be entitled to 12 weeks of maternity leave.

Furthermore, in case of any illness arising from the pregnancy or delivery, the female employee is also entitled to 30 extra days of paid leave. However, the company may ask for relevant medical documents to confirm the same.

7. Paternity Leave

The Company recognizes the important contribution of a father/non-delivering partner(s) in the early days of their newborn baby. Keeping this in mind, all the non-delivering partners are also entitled to (3)



SPRINGROLE INDIA PRIVATE LIMITED

CIN: U72900KA2017PTC104324

weeks of paternity leave on the birth of their child. This leave can be bifurcated into pre-natal and post-delivery depending on the requirement of the Employee. There shall be no deduction of pay for paternity leave.

8. Bereavement Leave

The Company recognizes an individual's grief after losing someone close in their life. Considering this, the Company affords the Employee a bereavement leave of (5) days. The same shall be applicable in the event of the death of the below-mentioned relationship(s):

- Spouse/Common-Law Partner
- Parents/Step-Parents
- Spouse's/Common Law Partner's Parents
- Children/Step-Children
- Immediate Siblings/Step Siblings

In case you require bereavement leave, you shall inform the concerned person/authority at the earliest. There shall be no deduction of any salary for bereavement leave.