Policy No: ELPL/P/01

# Leave Policy

The Leave Policy of EXIM Logistics (P) Ltd. is framed in accordance with applicable labour laws and the new labour code guidelines. This policy aims to provide a structured approach to employee leave while ensuring operational efficiency and employee well-being.

This policy shall be applicable to all employees who have successfully completed **180 days of service or probation period**, and have complied with employment conditions including notice period requirements. Employees shall be treated as regular employees upon successful completion of probation and shall thereafter be eligible for leave benefits as defined below.

## 1. Earned Leave (EL)

- Employees who have completed their probation period shall be eligible for Earned Leave. Earned Leave shall accrue at the rate of 1.25 days per completed month, and the same shall be credited to the employee's leave ledger after completion of each monthly payroll cycle.
- Employees are required to utilize a minimum of 8 days of Earned Leave during the leave year. The unutilized balance may be carried forward to the next financial year or encashed, subject to management approval.
- The maximum accumulation of Earned Leave shall be 34 days. Any balance beyond this limit shall be settled during the Full and Final (F&F) settlement at the time of separation.

## 2. Casual Leave (CL)

- Employees shall be entitled to 6 days of Casual Leave per financial year for urgent or unforeseen personal requirements. Employees are advised to utilize a minimum of 4 days annually.
- Unutilized Casual Leave may be carried forward to the next financial year; however, it shall not be eligible for encashment under any circumstances.

## 3. Sick Leave (SL)

- Employees shall be entitled to 6 days of Sick Leave per financial year for illness or medical reasons. Employees are encouraged to utilize at least 4 days annually, and the remaining balance may be carried forward.
- In case Sick Leave is availed for more than 2 consecutive days, the employee must submit a valid medical certificate at the time of rejoining duty. Failure to provide the required proof may result in the leave being treated as Leave Without Pay (LWP) or adjusted against available leave balance. Sick Leave is not encashable.

## 4. Maternity Leave

- Maternity Leave shall be granted as per provisions of the Social Security Code. Female employees who have completed at least 1 year of service and probation period shall be eligible for 26 weeks of paid leave (for the first two children)
- All statutory conditions and compliance requirements shall be applicable.



## 5. Paternity Leave

- Male employees shall be eligible for 10 days of Paternity Leave, applicable for up to two children. This leave must be availed within a reasonable period from the date of childbirth and is not eligible for carry forward or encashment.

## 6. Marriage Leave

- Marriage Leave shall be applicable to all permanent employees. Male employees: 10 days , Female employees: 15 days
- This leave can be availed only once during the entire service period and must be taken around the time of marriage. Employees must submit valid proof (invitation card or certificate) while applying through HRMS. This leave cannot be carried forward or encashed.

## 7. Compensatory Off

- Employees required to work on a Sunday or National Holiday shall be eligible for Compensatory Off. Such leave must be availed within 90 days, failing which it shall lapse.

## 8. National & Local Holidays

- Employees shall be entitled to:
  National Holidays: Republic Day, Independence Day, Gandhi Jayanti
  Local/Festival Holidays: Up to 5 days per year, based on branch location
- Employees working on these days shall be eligible for Comp Off or other benefits as per company policy.

## 9. Special Leave

- Special Leave may be granted only under exceptional circumstances with prior approval from management. This is a discretionary leave and not a regular entitlement.

## 10. Period Leave (For Female Employees)

- Female employees shall be eligible to avail 1 day of Period Leave per month. This is applicable to all female employees, including those on probation, with proper intimation to the Reporting Manager.

## 11. Leave Without Pay (LWP)

Leave Without Pay shall apply in the following cases:

- Employees who are on probation or not confirmed shall not be eligible for paid leave, and any leave taken shall be treated as LWP unless otherwise approved
- Confirmed employees with no leave balance must apply for LWP in advance through HRMS and obtain approval
- Any absence without prior approval or not applied in the system shall be treated as unauthorized absence.
- In such cases, the Company reserves the right to deduct two days' salary against each day of absence, subject to management discretion. Such cases may also attract disciplinary action.

## Leave Application & HRMS Process

All employees must apply for leave through the **Tranzol HRMS Portal**.

- Leave must be applied **in advance**, wherever possible
- In case of emergency, leave must be applied immediately after resuming duty
- Leave is considered approved only after **Reporting Manager approval in HRMS**
- Employees must regularly check their **leave balance in the HRMS system**

Manual or verbal requests shall not be considered valid unless approved under exceptional circumstances.

## General Guidelines

- Leave approval is subject to **work requirements and management discretion**
- Employees must ensure proper **handover of duties** before proceeding on leave
- Unauthorized absence may result in **Loss of Pay (LWP)** and disciplinary action
- Clubbing of leaves requires approval from the Reporting Manager
- Leave during notice period is generally **discouraged and subject to approval**
- Any misuse or false declaration may lead to disciplinary action
- The Company reserves the right to amend this policy as per legal or business requirements

