

# Leave & Unauthorized Absence Policy



## Applicability

This policy applies to all employees of the Company, across all roles, locations, and employment categories, unless expressly exempted or modified in writing by Management.

## Leave Approval & Responsibility

1. All employees must adhere strictly to the Company's approved leave policy.
2. Any leave must be applied for in advance and approved by the respective Reporting Manager and/or Project Manager.
3. Employees are responsible for ensuring proper work planning, handover of duties, and continuity of operations during their absence.

## Long Leave (Up to 45 Consecutive Days)

1. Leave up to **45 consecutive calendar days** may be permitted **only with prior written approval**.
2. **All long-leave approvals (including extended medical, personal, or any other leave), except maternity leave, shall require formal prior written approval from the Chief Executive Officer (CEO).**
3. Maternity leave shall be governed by applicable law and internal maternity policy and shall **not require CEO approval** beyond statutory and HR process requirements.
4. Grant of long leave is subject to business exigencies, role criticality, and satisfactory handover of responsibilities.
5. During duly approved leave, the employee continues to remain in service, subject to the terms of approval.

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## Unauthorized Leave or Absence Beyond 45 Days

1. **Any absence from duty exceeding 45 consecutive calendar days without prior written approval (including CEO approval where applicable)** shall be treated as **unauthorized absence**.
2. Such unauthorized absence shall be deemed as **voluntary discontinuation of employment / abandonment of service** by the employee.
3. In such cases:
  - The employee's employment shall **stand automatically discontinued** with effect from the 46th day of continuous absence.
  - No separate notice, inquiry, or termination letter shall be required.

## Consequences of Discontinuation

Upon discontinuation of employment due to unauthorized absence exceeding 45 days:

1. The employee shall **forfeit all continuity of service**.
2. The employee shall **not be eligible for**:
  - Annual performance appraisal for the relevant performance cycle
  - Salary revision, bonus, or incentive payouts
  - Gratuity, leave encashment, or any other benefits linked to continuity of service, except as mandated by applicable law
3. The employee's name shall be removed from the Company's rolls, and access to systems, sites, and benefits shall stand withdrawn.

## Rejoining After Discontinuation

1. Any request to rejoin the Company after such discontinuation shall be **entirely at the discretion of Management**.
2. If re-engagement is approved:
  - It shall be treated as **fresh employment**.
  - A **new appointment letter** shall be issued with fresh terms and conditions.

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- Previous service period shall **not be counted** for tenure, appraisal eligibility, seniority, or statutory benefits such as gratuity.
3. The Company is under **no obligation** to offer re-employment in such cases.

### Unauthorized Absence or Overstay (Below 45 Days)

1. Unauthorized absence or overstaying approved leave for periods **below 45 days** may attract disciplinary action as per Company policy.
2. Such action may include warning, deduction of pay, suspension, or other corrective measures depending on severity and frequency.

### Management Discretion

The Company reserves the right to interpret, amend, modify, or relax this policy in exceptional circumstances, in line with business requirements and applicable laws. Management's decision in such matters shall be final.