



LEAVE POLICY FOR FULL TIME EMPLOYEES

Adopted: Oct 1, 2023

1. INTRODUCTION

- 1.1. Cohizon Life Sciences Limited, and all of its subsidiaries and affiliates (collectively, "**Cohizon**" or the "**Company**") are committed to keep "People First" whether it's the employees or their families. It's our endeavor to formalize the leave processes to encourage work-life balance and holistic wellbeing across important stages of an employee's life. The Leave Policy for Full Time Employees ("**the Policy**") gives details of various leave categories that the organization has provisioned for and the criteria to utilize them.
- 1.2. The primary objective of the policy is to improve benefits with a reasonable and regular amount of rest and recreation away from work. Some types of leaves are introduced for personal emergencies. This policy is a guideline for all employees to follow and explains the types of leaves available, the eligibility and the procedure to avail leaves.

2. DEFINITIONS

- 2.1. "**Employee**" refers to any permanent fulltime employee who has been confirmed after completion of probation as per the company's process.
- 2.2. "**Leave**" refers to any working day when the employee is expected to fulfill her/his work duties under normal circumstances. If an employee takes leaves (PL or CL) before and after (prefix and suffix) a weekly off/public holiday(s)/ other declared holiday(s); the weekly off/public holiday(s)/ other declared holiday(s) will not be counted as leaves and the total leave days will be considered as only the number of working days that the employee was absent for.

3. OWNERSHIP AND ADMINISTRATION

- 3.1 The Human Resources function owns the leave policy and hence will administer the same appropriately. The policies and procedures are subject to change from time to time depending on various socio-economic factors or as per law and will be decided solely by the owner of the policy (Human Resources Function).

4. ELIGIBILITY

- 4.1 All full time and confirmed employees are covered under the leave policy. All employees are considered as confirmed full time employees from the date of their joining and are eligible for leaves as per the leave policy. Leave year will correspond with the calendar year and will begin from 1st January to 31st December. Employees who join during the year will be eligible for prorated leaves from the date of confirmation of employment.

Cohizon Life Sciences Limited (Erstwhile known as Sajjan India Limited)

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5. TYPES OF LEAVES

5.1 Privileged Leave:

- 5.1.1 A total of 24 leaves will be credited to a permanent employee during a calendar year in consideration of their work towards the organization. This will be released at the beginning of every quarter (6*4=24 days). Weekly offs and holidays will not be considered as sandwiched leaves.
- 5.1.2 For any new employee joining the organization, leaves will be prorated from the date of joining, and the balance leaves for the quarter will be added to the leave balance account.
- 5.1.3 It is mandatory to take a minimum of 12 PLs during the year. This is to encourage time away from work and provide work life balance to the employees.
- 5.1.4 For leaves of more than 3 working days, L2 approval will be required for employees at the level of operators and officers at the factory.
- 5.1.5 The PL balance is allowed to be carried forward to the next calendar year. Since availing a minimum of 12 PLs is mandatory during a calendar year, an employee will be able to carry forward PLs to a cap of 12 (of the total 24 PLs) to next calendar year. At any time, an employee can have a maximum of 45 carried forward PLs in balance.
- 5.1.5 In case an employee resigns, at the time of F&F settlement the existing PL balance as per the logic defined in point above will be encashed on basic salary.

5.2 Casual Leave:

- 5.2.1 A total of 10 leaves will be credited in a single trench at the beginning of the leave year. Employees are urged to plan their CLs as early as possible and inform their respective Managers. They can not be carried forward to the next year and all un-availed CLs will lapse at the end of the leave year.

5.3 Bereavement Leave:

- 5.3.1 The employee can avail a total of 5 calendar days' leaves in case of an unfortunate demise of their immediate family member. The leaves can be availed at their own discretion- together or in a staggered manner. The definition of immediate family member for the purpose of this policy is: Spouse/common law partner, parents, siblings and children, Spouse/common law partner's parents, siblings, Grandparents, Grandchildren.
- 5.3.2 The leaves can be availed within 15 days after the date of demise of the family member.
- 5.3.3 This leave will be applicable to both permanent employees and employees on probation.

5.4 Domestic Relocation Leave:

- 5.4.1 The leave is to aid new joiners relocating to join the organization as well as existing permanent employees being transferred inter- cities.



5.4.2 5 days of leave will be available to the employee to be utilized within a period of 3 months from the date of joining/ date of transfer.

5.4.3 The leave is applicable to both permanent and on-probation employees.

5.5 Birthday Leave:

5.5.1 1 working day's leave will be available for employees on the day of their birthday as per the company's records. The leave can not be adjusted if the date of birth falls on a weekly off/ holiday.

5.5.2 If the leave isn't availed on the official date of birth, or in case the date of birth falls on a weekly off/ holiday, the leave will be considered as void for the leave year.

5.6 Maternity Leave:

5.6.1 As per the Maternity Benefit's Act of 2017, 6 calendar months (26 weeks) of fully paid maternity leave will be provided to women employees who have completed at least 80 days of continuous work in the last 12 months, immediately preceding the due date of delivery. The leave covers medical termination, miscarriage, late term abortions and still births.

5.6.2 An expecting woman employee can initiate the Maternity Leave maximum of 3 months before the due date.

5.6.3 In case of a miscarriage, 6 weeks of paid leave will be provided. For cases of tubectomy, 2 weeks of paid leave can be availed.

5.6.4 A woman who is already a mother of 2 children is eligible for 12 weeks of maternity leave for the third child.

5.6.5 Any extension can be done in alignment with the HOD with the accumulated PLs; in the absence of which a max of 3 months of LWP can be provided to a nursing mother. The Maternity Leave can not be en-cashed or carried forward.

5.7 Paternity Leave:

5.7.1 To allow new fathers/partners to spend quality time with their child and celebrate this milestone in their life, the organization has provisioned for 5 working days' of leaves that can be availed at anytime within the three months of the child's birth or adoption.

5.7.2 The leave can also be availed in case of a still birth.

5.7.3 This leave cannot be accumulated, encashed or carried forward.

5.8 Adoption Leave/ Primary Care Taker Leave:

5.8.1 In order to support legal adoptions and provide time to a new parent (primary care taker) to spend with their adopted child, the organization has provisioned 3 months of paid leave. The leave is applicable in case of legal adoption, surrogacy, and if the employee becomes a primary care taker of a child less than 2 years of age (only in case of the previous legal guardians' demise).



- 5.8.2 The leave will not be applicable to fathers of adopted children if they are not the primary care taker. In such cases, the male employees can avail the Paternity Leave of 5 days to celebrate this milestone and spend quality time with their adopted child.
- 5.8.3 An employee can avail paid leave of 3 calendar months immediately following the legal date of adoption, surrogate birth or the date of demise of the legal guardians, respectively.
- 5.8.4 The leave is only applicable to an employee serving as the primary care taker of the child. It is applicable to single parents as well; as per law a single parent can adopt a child of the same gender.
- 5.8.5 The leave can be extended by availing the existing leave balance or upto 3 months of LWP.

5.9 Compensatory Leave:

- 5.9.1 As per guidelines of the Factory's Act and in order to ensure a rest day is provided to employees in lieu of working on a weekly off/ declared holiday; the organization allows a compensatory off to be availed by the employee within a period of 1 calendar month succeeding the working weekly off/declared holiday.
- 5.9.2 This is applicable to all permanent employees.

5.10 Medical Leave:

- 5.10.1 The organization keeps the health and wellness of employees on top priority and aims at providing required assistance at the time of critical illnesses/medical emergencies. The policy allows an employee to take up to 15 calendar days of leave in case of critical medical emergencies, where there is doctor's note prescribing absence from work for a specified duration.
- 5.10.2 The leave is applicable only after exhaustion of existing PLs and CLs on submission of medical proof of absence after taking relevant approvals from the HOD and HR.
- 5.10.3 An extension can be provided if required by another 15 calendar days, after approval from the site head/CHRO; basis submission of medical documents specifying the criticality of being absent from work for the duration.

5.11 Leave without Pay

- 5.11.1 Up to 3 months of unpaid leaves is provided by the organization in case an extension is required to maternity, adoption or medical leaves as defined above. This policy states the outer limit for leave extensions in cases of maternity leave, adoption/primary care taker leave and medical leave.
- 5.11.2 the leave can be availed following the exhaustion of Maternity Leaves, Adoption Leaves or Medical Leaves post approvals from relevant functional head and the CHRO.
- 5.11.3 This leave cannot be used as stand alone.

6. AUTO APPROVAL REGULARIZATION PROCESS

- 6.1.1 The Auto Approval Regularization process outlines the guidelines for the auto approval regularization of attendance and leave within the organization
- 6.1.2 The regularization period extends from the 19th day of the preceding month to the 18th day of the current month, and the window for regularization will remain open until the 22nd day of each month.
- 6.1.3 If attendance regularization and leave requests are not approved by the Reporting Manager within four (4) days from the submission date, the system will automatically mark them as "Approved".
- 6.1.4 To reverse the Loss Of Pay (LOP), formal approval from the function leader (respective Executive Management Team (EMT) member is required. For operation functions (Production, Engineering, EHS&S, Site procurement and any other deemed as operations discipline) Unit Heads approval will be accepted. The LOP can only be reversed in the following month's payroll.
- 6.1.5 This Auto Approval Regularization Process is designed to ensure timely and efficiently Attendance and leave management within organization. It promotes accountability, adherence to timelines, and transparency in the regularization process. Employees are encouraged to proactively engage in the regularization process to avoid penalties and ensure accurate payroll processing.
- 6.1.6a The "Work from Home(For HO Only)" option in the manual attendance drop-down list only applies to employees whose base location is Mumbai Head Office.
- 6.1.6b Any virtual punch marked as "Work from Home (For HO Only)" by Ankleshwar staff will result in a leave Without Pay (LOP) being recorded.
- 6.1.7 The recorded LOP can only be reversed with the explicit approval of the Executive Management Team (EMT), provided a valid reason is provided by the employee.