

LEAVE POLICY

Version 3.0

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Version#	3	Date Revised	1st June 2025

1. POLICY BRIEF & PURPOSE:

Rentokil Initial Hygiene believes that employees should have the opportunity to enjoy time away from work to help balance their professional & personal lives and to meet social obligations. The Company encourages all colleagues to spend time with their families for leisure, take care of personal work / emergencies, or take rest due to medical reasons. This policy aims to outline an employee's applicability in terms of leaves as well as provide rules & procedures to be followed when availing these leaves.

Our leave policy has been designed keeping in mind the following:

- Legal statutes,
- Benefits extended to employees &
- Impact to the Organisation

Through this policy, we have tried to extend maximum benefit to our employees and expect that they should avail leaves for genuine & valid reasons. We also expect the Reporting Manager to display transparency and follow an unbiased approach while sanctioning leaves.

2. SCOPE:

This policy is applicable to all full-time employees (direct and indirect) of the Company.

3. KEY POINTS TO REMEMBER:

- ➢ Annual leaves will be calculated for the calendar year (i.e. from January - December)
- ➢ The employee will be entitled to 18 Privilege Leaves (PL), 12 Sick leave (SL) and 12 Casual leave (CL). Maximum 50% of the annually earned PL can be carried forward every year. SL & CL can not be carried forward.
- ➢ PLs can be accumulated maximum up to 60 days. PLs over and above 60 days shall be encashed annually. All PLs shall be encashed at the time of separation. PL encashment will be at the rate of Basic Salary.
- ➢ Other leaves such as Maternity, Bereavement, leave without pay will be applicable as per the applicability mentioned in the policy.
- ➢ All establishments of the Company will observe 12 paid holidays, (i.e. 10 compulsory & 2 optional holidays) in a calendar year which could be referred from the company's intranet page.
- ➢ During notice period an employee will not be entitled to avail any leave. Any exceptions would require an approval from the COO (Chief Operating Officer)
- ➢ Employees with unauthorised absence will be liable for a disciplinary action, as per prevailing laws / company policies.

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4. LEAVE TYPES & ENTITLEMENTS:

Annual Leaves will be calculated for the **calendar year** (i.e. from January - December). All employees will be entitled to the following leaves in a calendar year:

Annual Leave	Leaves/Year	Carry Forward	Accumulation Limit	Encashment
Privilege Leaves (PL)	18	Yes	60	Annual/Separation
Sick Leaves (SL)	12	Not Applicable	Not Applicable	Not Applicable
Casual Leaves (CL)	12	Not Applicable	Not Applicable	Not Applicable

I) PRIVILEGE LEAVES (PL):

- **Definition** - Annual Privilege Leave entitlement is to enable an employee to take a break from routine work. PL is granted for annual relaxation and to fulfil personal, social and religious obligations.

- **Eligibility** - In terms of eligibility:
  - An employee will be entitled to 18 days of privilege leaves in a calendar year with full pay.
  - 1.5 days of Privilege Leaves will be credited for every month provided there is no loss of pay for the employee in that particular month. In case of loss of pay, PL will be credited on a pro rata basis.
  - The leave applied by Employees shall be approved/rejected by the Reporting Manager taking into account the work exigencies at that point in time

- **Utilisation / Carry Forward** - To promote the well-being and work-life balance of our employees, the leave policy encourages utilisation of minimum 50% of the annual PL entitlement i.e. min 9 PLs (50% of 18 PLs) must be utilised by the employee during the year. Every year, maximum up to 50% of the annual PLs (i.e. 9 PLs) will be carried forward to the next year. Employees can accumulate a maximum of up to 60 PLs. Any PLs accumulated over and above 60 days will be encashed annually.

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Illustration:

Year	Opening Balance	Annual PL Allocation	Maximum PL Balance Available in a year	PL Utilised in a year	Closing PL Balance	Annual Encashable PLs
Year 01	60	18	78	9	60 + 09	09
Year 02	60	18	78	6	60 + 09 (only 50% of annual PL considered)	09
Year 03	60	18	78	13	60 + 05	05

- **Accumulation / Encashment** - Privilege leave can be accumulated for a maximum of 60 days. PLs accumulated over & above 60 days will be encashed annually. Entire PL balance will be encashed on Separation of the Employee. All PL Encashments will be on the Basic salary of the Employee.

- **Application & Approvals** - In terms of application & approvals:
  - To avail privilege leaves Employees will have to apply for leave / submit the leave application in the Leave Portal as per the timelines mentioned below:

No. of PLs	Leave Application Timeline
1 Day	Minimum 1 day Prior
2-4 Days	Minimum week prior
5 and above days	Minimum 2 weeks prior

  - An employee can avail a minimum of 1 day of privilege leaves at a time and maximum as per Reporting Manager's discretion based on the work exigencies.

  - On receipt of the leave application, the concerned reporting authority will inform the employee whether the leave is sanctioned or not. In case the leave is refused or deferred, the reasons for doing so will be communicated to the employee.

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- The concerned reporting authority can refuse or defer the sanction of leave due to work exigencies.
- Leave can be declined if the same is submitted without giving sufficient notice as mentioned above. However, the concerned authority will decide about such cases based on the merits of the case.
- Privilege Leave can be suffixed and/or prefixed to holidays and weekly off. Only working days will be considered as leave days in this case.
- Privilege Leave cannot be suffixed or prefixed with Sick Leaves (SL) and Casual Leave (CL).

II) CASUAL LEAVES (CL):

- **Definition** - Casual Leave is to be availed in case of any unplanned exigencies or unforeseen situations.

- **Eligibility** - In terms of eligibility:
  - An employee will be entitled to 12 Casual Leaves in a calendar year with full pay.
  - 1 Casual leave will be credited every month provided there is no loss of pay for the employee in that particular month. In case of loss of pay, CL will be credited on a pro rata basis.
  - The leave applied by Employees shall be approved/rejected by the Reporting Manager taking into account the work exigencies at that point in time
  - The objective of granting casual leave is to meet unforeseen emergencies and for completion of personal work by the Employee. However, everybody must also consider their work commitments while applying for Casual leaves.
  - For more than 2 days of leave at a time, employees can opt in for PL instead of CL. In case if Employee's PL Balance is exhausted then Employee can apply for more than 2 CLs with prior approval of RM/HOD.
- **Carry Forward / Encashment** - Casual Leave cannot be carried forward or encashed.

- **Application & Approvals** - In terms of application & approvals:
  - Application for CL should be submitted to the Reporting Manager/in the Leave Portal at least one day prior to the planned leave date.
  - In case of unforeseen circumstances wherein an employee cannot report to work - the employee should communicate his/her absence on the same day in

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the morning before 8 am on the telephone to the Reporting Authority. Casual Leave for such absence, for genuine reasons may be granted, subject to the discretion of the Reporting Authority.

- An employee can avail a minimum of 1 day & maximum of 2 days of casual leaves at a time.
- Casual Leave cannot be combined with Sick Leave or Privilege Leave.

III) SICK LEAVES (SL):

- **Definition** - Sick Leave is to be availed in case of absence from work on account of illness.

- **Eligibility** - In terms of eligibility:
  - An employee will be entitled to 12 Sick Leaves in a calendar year with full pay.
  - 1 Sick Leave will be credited every month provided there is no loss of pay for the employee in that particular month. In case of loss of pay, SL will be credited on a pro rata basis.
- **Carry Forward / Encashment** - Sick Leave cannot be carried forward or encashed.

- **Application & Approvals** - In terms of application & approvals:
  - Sick Leave can be availed by an employee on medical grounds only.
  - In case an employee leaves early due to medical reasons, a SL will be marked for the day.
  - A Medical Certificate from a Registered Medical Practitioner is mandatory for sick leave of more than 2 days.
  - For more than 2 days of SL, the employees should inform the concerned reporting authority, along with a medical certificate about his sickness and probable duration if possible, at the commencement of sick leave.
  - Employees who have been on unauthorised absence during the year must provide a medical certificate for even a single day of SL.
  - Sick Leave cannot be combined with Casual Leave or Privilege Leave.
  - An employee who falls sick but does not have sufficient sick leave balance may be sanctioned other available leaves or Leave Without Pay (LWP) by the Reporting Authority for a reasonable period depending upon the merits of the case.

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- In case the concerned Reporting Authority is not satisfied about the genuineness of the sick leave, the case may be referred to the concerned HRBP for further course of action. The case may further be referred to the Administrative Medical Officer as per the ESI Guidelines or to the Company's Medical Officer (wherever such Medical Officers are appointed at the discretion of CHRO).

- **OTHER LEAVES:**

I) MATERNITY LEAVE:

- Female employees covered under the ESI scheme will continue to get maternity leave as provided in the ESI scheme.
- Female employees not covered under the ESI scheme will be granted maternity leave as per the Maternity Benefit Act.
- Employees need to reach out to the concerned HRBP prior to applying for leave to understand the eligibility criteria, number of leaves applicable and other guidelines.

II) BEREAVEMENT LEAVE:

- All employees will be eligible for bereavement leave of 2 days.
- This leave will be granted only in case of the demise of the immediate family member. Immediate family members would include Legal Spouse, Parents, Children, Spouse's Parents only.
- As a special consideration and on humanitarian grounds, management is extending this leave to trainees & probationers too.
- Bereavement leave can be suffixed with CL or PL. Employees will have to intimate the reporting manager about clubbing of CL/PL with Bereavement Leave 2 days in advance.

III) LEAVE WITHOUT PAY:

- Employees with no leave balance can apply for leave without pay to manage unplanned exigencies, unforeseen situations or personal work.
- On receipt of the leave application, the concerned reporting authority will inform the employee whether the leave is sanctioned or not. In case the leave is refused or deferred, the reasons for doing so will be communicated to the employee.
- The concerned reporting authority can refuse or defer the sanction of leave due

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to work exigencies.

5. COUNTING OF LEAVES:

- In case of absence or leave without pay (LWP), PL, SL and CL accrual will be calculated on a pro rata basis.
- While availing any leaves, only working days shall be counted as leave days. Holidays & Weekly-Offs falling in between leave periods shall not be considered as leaves. (For e.g. If an employee from Branch avails PL from 1st August 2024 to 20th August 2024 which includes 3 Sundays and 1 Holiday then the number of PL in this scenario will only be 16 days and not 20 days.)
- Any extension in the approved leave shall require an approval from the reporting manager. This will be treated as unauthorised absence if availed without approval.
- In case if an employee avails leave beyond the number of leaves he/she is entitled to then such additional days of leave taken can be adjusted against the available balance of other leave types with the approval of the RM/HOD based on the merit of the case. Any such additional leave without the required approval will be treated as unauthorised absence (Ex. if an Employee with a PL balance of 10 days extends his PL to 12 days then additional 2 days can be adjusted through CL Balance, if available, with approval of the RM/HOD).
- Any excess leaves taken by the Employee in a year will be adjusted from the salary at the end of the year or in F&F in case of separation.

6. AUTHORITY TO APPROVE LEAVES:

- The Reporting Manager of the Employee shall be authorised to approve leave applications from the employee.
- The concerned Manager will inform the employee whether the leave is approved or not. In case the leave is refused or deferred, the reasons for doing so will be communicated to the employee.
- Any exceptions to this policy shall require an approval from the Employee's RM/HOD. Any exceptional leaves without RM/HOD’s approval shall be treated as unauthorised absence.

7. CONSEQUENCES OF REMAINING ABSENT WITHOUT PERMISSION:

- If an employee remains absent without prior permission or fails to report to duty after the expiry of the sanctioned leave it shall be treated as an unauthorised absence.

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- Employees with unauthorised absence will be liable for a disciplinary action, as per prevailing laws / company policies.

8. LEAVES DURING NOTICE PERIOD:

- During notice period an employee will not be entitled to avail any leave.
- In case of an unavoidable scenario wherein the employee needs to take leave, these days will be treated as LWP and he/she has to work for days equivalent to the number of leave days availed in order to fulfil his/her notice period obligation OR would have to pay salary in lieu of such leaves.
- Any leaves during the Notice Period shall require an approval from the RM/HOD. This will be treated as unauthorised absence if availed without approval.

9. PAID HOLIDAYS:

- All establishments of the Company will observe 12 paid holidays, (i.e. 10 compulsory & 2 optional holidays) in a calendar year.
- The list of holidays will be declared every year, subject to the holidays as declared by the respective State Government. The final list of holidays will be put on the company's intranet page for all to access.
- The paid holidays so declared shall include the National Holidays prescribed under the local Shops & Establishment Act (if any).
- One copy of the holiday list shall be sent to the Chief Inspector, Shops & Establishments / appropriate authority of the respective states & one copy to the Corporate Office for the purpose of information and record.

10. CONTACT INFORMATION:

- Employees can write an email to / or connect with the concerned HRBP with regards to any queries / questions they may have with regards to this policy.

11. ROLES AND RESPONSIBILITIES:

Reporting Manager	Approve leaves of the team members. In case the leave is refused or deferred, communicate the reasons for doing so to the employee.
Attendance Team	Manage the leave balances of Employees and ensure Employees receive the updated details of the leaves on a timely basis.
HRBP	Manage the policy related queries and provide right resolution to Employees

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HR Team	Update the Paid Holidays on the company's intranet portal.

12. RELATED POLICIES:

- Corrective action and progressive disciplinary policy
- Leave Policy FAQ (Frequently asked questions) Document

13. MANAGEMENT RIGHTS:

The decision of Corporate HR will be final & binding in the matter of the interpretation of the leave policy and also on all other points mentioned in this policy.

The leave rules can be modified, changed, altered in part or full or deleted at any time and relaxed in special cases at the sole discretion of the CHRO.

Nothing contained in this leave policy shall operate in derogation of any law for the time the policy is in force.

14. DOCUMENT CONTROL SECTION:

This policy has been reviewed and approved by the following stakeholders

Approved	**Designation**	**Date**	**Approval Status**
Nishat Goyal	Chief Operating Officer	23-Apr-2025	Approved on Email
Approved	**Designation**	**Date**	**Approval Status**
Nobina Banerjee	Chief Human Resources Officer	20-May-2025	Approved on Email
Approved	**Designation**	**Date**	**Approval Status**
David Lewis	Managing Director, India	20-May-2025	Approved on Email
Reviewed & Signed-off	**Designation**	**Date**	**Approval Status**
Casilda Loh	Regional Director, Human Resources Asia	26-May-2025	Approved on Email