

TATA AutoComp Systems LTD	Leave Rules	Doc. No.	HR/P03
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01. Objective

This policy lays down the rules for different types of leaves existing in the organization.

02. Scope

These rules are applicable to all employees of Tata AutoComp Systems Ltd and all its group entities / offices based in India in the staff and management grades B0 / B1 / C1 and above and trainees in staff and management grades.

The rules pertaining to "Personal Time Off" described in Clause No 06 is applicable to all employees in 'A' grades also. This covers unionized as well as non unionized employees in A grades.

03. Date of commencement

This policy continues to be in effect from 1st July 2010 with provisions as listed in this document.

04. Categories of Leaves

The following types of leaves are admissible:

- i) Earned Leave
- ii) Personal Time Off
- iii) Compensatory Holiday
- iv) Maternity Leave
- v) Child Adoption Leave
- vi) Paternity Leave
- vii) Sabbatical Leave
- viii) Exceptional Leave

The rules relating to accumulation / availing of these rules are explained below:

05. Earned Leave

Earned Leave is extended to the employees to provide for personal work / rest and recreation / sickness / emergencies.

05.01 Quantum of leave

All employees including Permanent Employees, Probationers and Trainees are entitled to a consolidated leave which includes Casual Leave, Sick Leave and Earned Leave. The quantum of leave depends on the nature of employment.

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No leaves will accrue for the period for which an employee proceeds on Leave Without Pay.

05.01.01 For Permanent Employees:

All permanent employees in Manufacturing Business Units, Sales Office(s) are entitled to a consolidated leave of **25** days in a calendar year, which will be credited to the leave balance of the employee on the 1st January of next calendar year.

All permanent employees in Group Office and Engineering Business Units are entitled to a consolidated leave of 23 days in a calendar year which will be credited to the leave balance of the employee on the 1st January of next year.

05.01.02 For New Joinees:

During the first year of employment, the consolidated leave entitlement of 25 days OR 23 days in a calendar year for new joinees in Manufacturing Business Units, Sales Office(s) OR Group Office respectively will be prorated for the period between the date of joining and 31st December of that year. The said earned leave will be credited to the leave balance of the employee on 1st January of the next year.

A new joinee can avail in advance not more than 50% of the prorated entitlement during the first year of employment.

05.01.03 For Trainees:

Trainees in Manufacturing Business Units, Sales Office(s) will be entitled to a consolidated leave of 14 days per annum during the period of training. On successful completion of the training, the leave entitlement for such employees will be as that of a permanent employee and will be prorated for the period between the date of confirmation and 31st December of the year of confirmation and will be credited to the leave balance of the employee on the 1st January along with the unutilized leaves during the period of training.

Trainees in Group Office and Engineering Business Units will be entitled to a consolidated leave of 12 days per annum during the period of training. On successful completion of the training, the leave entitlement for such employees will be as that of a permanent employee and will be prorated for the period between the date of confirmation and 31st December of the year of confirmation and will be credited to the leave balance of the employee on the 31st December along with unutilized leaves during the period of training.

A trainee during the training period can avail in advance not more than 50% of the entitlement for the training period.

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05.02 Procedure for Availing leaves

An employee can avail leave on not more than 12 occasions during a calendar year.

Leave must be applied for in advance in the prescribed form for the approval of the immediate superior not below the grade D2. In case, where the immediate superior is not in the grade D2, the approving authority will be at the next higher level.

Where prior approval could not be obtained, the superior should be informed over the phone or by other means to be followed up later with a request in the prescribed form. Such regularization should happen immediately on resuming duty, failing which the period would be considered as leave without pay. Holidays and weekly offs falling during leave are not counted as part of leave.

All employees can avail the annual leave for a half day. For this purpose of availing half day leave, the session preceding lunch break or following the lunch break is considered as half a day.

The Company reserves the right to curtail / refuse the leave applied for or recall an employee, who has already been granted leave, if exigencies of work so warrant.

05.03 Leave Carry Forward and Accumulation

Carry Forward and Accumulation of leaves of any year depends on the age of the employee and leave balance to the credit on 31st December of the previous year.

The table below provides the conditions relating to the Leave Carry Forward and Accumulation.

Type of Unit	Age of employee as on 31 December of previous year	Leave Balance as on 31 December of previous year	Condition for carry forward of leaves of current year	Condition for leave accumulation of leaves carried forward
Manufacturing Business Units / Sales Office(s) / Group Office	< 55 yrs	<120 days	All leaves of current leave can be carried forward	All carried forward leaves can be accumulated
		>120 and less than 180 days	50% of current year's leave can be carried forward with balance mandatorily availed	All leaves carried forward can be accumulated with the period beyond 180 days (if any) being encashed
		>180 days	50% of current year's leave	All Leaves carried forward

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			can be carried forward with balance mandatorily availed	beyond 180 days to be encashed
	>55 yrs	<120 days	All leaves of current leave can be carried forward	All carried forward leaves can be accumulated
		>120 days	50% of current year's leave can be carried forward with balance mandatorily availed	All leaves carried forward can be accumulated with any limit
Engineering Units	< 55 yrs	<48 days	All leaves of current leave can be carried forward	All carried forward leaves can be accumulated
		>48 and less than 72 days	50% of current year's leave can be carried forward with balance mandatorily availed	All leaves carried forward can be accumulated with the period beyond 72 days (if any) being encashed
		>72 days	50% of current year's leave can be carried forward with balance mandatorily availed	All Leaves carried forward beyond 72 days to be encashed
	>55 yrs	<48 days	All leaves of current leave can be carried forward	All carried forward leaves can be accumulated
		>72 days	50% of current year's leave can be carried forward with balance mandatorily availed	All leaves carried forward can be accumulated with any limit

05.05 Leave Encashment

Encashment of any leave carried forward beyond the accumulation limit specified in the paragraph 05.03, as on 31st December of a calendar year will be mandatorily encashed during the month of January of the next year. The encashment amount will be computed based on the monthly Basic Salary applicable at the time of this encashment and for the purpose of encashment, a month will be considered as having 30 days.

Where an employee voluntarily seeks a leave encashment, such encashment will be permitted subject to retaining a minimum balance of the annual entitlement at the time of encashment. Such encashment amount will be computed based on the monthly Basic Salary applicable during the month of encashment and for the purpose of encashment, a month will be considered as having 30 days.

05.06 Separation

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In case an employee separates from the company during the year for whatsoever reason, the employee can encash their accumulated annual leave up to the last working day on pro-rata basis. If annual leave availed is in excess of the pro-rata entitlement, it will be subject to adjustment against annual leave encashment and/or deduction from the final dues.

06. Personal Time Off

In order to facilitate an employee to attend to his / her personal needs, the employee is entitled to avail Personal Time Off of not more than 2 hours in a single occasion. Such Personal Time Off can be availed up to 3 (three) times a month and cumulatively not more than 12 (twelve) times in a calendar year. The Personal Time Off is non-cumulative and non en-cashable.

The Personal Time Off can be availed only with a prior approval from the immediate supervisor.

This leave (personal time off) is applicable to the Unionized & Non-Unionized employees in A grades also.

07. Compensatory Holiday (CH)

Where an employee in the grade D1 or below (non managerial level) has worked during a weekend holiday or a paid holiday, for a period of not less than 4 hours, such employee can utilize the provision of Compensatory Holiday. Such work should have been authorized by the immediate superior in a grade not below D3.

Every four hours of work and in multiples of four hours on a weekend holiday or a paid holiday will make an employee eligible for a four hour Compensatory Holiday.

Compensatory Holiday must necessarily be availed within **Two** months from the date of accrual. In the event of such accrued Compensatory Holiday not being approved, the same will lapse. The approval of immediate superior in a grade not less than D3 must be obtained to avail the Compensatory Holiday.

Not more than three consecutive days can be availed as Compensatory Holidays. Weekend holidays or Paid holidays preceding and succeeding the Compensatory Holidays being availed will not be counted. If an employee so desires, he/she may avail of half a day's CH. For this purpose, the session preceding the rest interval is half a day and the session following the lunch break is another half day.

Unavailed Compensatory Holiday cannot be encashed or carried forward beyond one month. Compensatory Holiday if un-availed within one month from the date of occurrence

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08. Maternity Leave

All women employees of the company are eligible for Maternity Leave as per Maternity Benefit Act, 1961. They will be governed as per the Company Policy of "**Maternity Leave & Early Childhood Care Policy for Women Employees**".

09. Child Adoption Leave

In order to help and facilitate the women employees adopting children for making necessary adjustments in the changed circumstances and to make necessary arrangements, such employees can avail Child Adoption Leave. Such leave will be in addition to the Annual Leave.

The period of Child Adoption Leave will be 3 (three) months for adopting a child of age less than 3 (three) months. The period will be 2 (two) months in case of age of the child being adopted is more than 3 (three) months but less than 9 (nine) months and 1 (one) month in case the age of the child being adopted is more than 9 (nine) months.

Such leave can be availed by a women employee with less than two children and from the date of legal adoption of the child with a prior intimation to the immediate supervisor.

All intermittent holidays and weekly-offs falling in this period will be counted as part of this leave.

10. Paternity Leave

A male employee can avail Paternity Leave of one week in order to attend to the needs arising from the birth of his child. Such leave is permitted only on the birth of first two children out of a legal marriage.

Such leave must be availed within one month of the date of birth of the new born baby.

All intermittent holidays and weekly-offs falling in this period will be counted as part of this leave.

11. Sabbatical Leave

An employee who has completed a minimum of 2 years of the service in Tata AutoComp Systems Ltd or its group companies / business entities may be granted unpaid sabbatical leave of maximum 2 years for pursuing higher studies.

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Sabbatical leave may be availed for courses/higher studies relevant to career options in the organization.

All contributions towards retirals like Provident Fund and Superannuation will be discontinued for the duration of the Sabbatical Leave.

An employee joining back the organization after availing the Sabbatical Leave will be absorbed in the same grade and at the same compensation and benefits as at the time of proceeding on the Sabbatical Leave.

Employee proceeding on Sabbatical Leave needs to take the clearance from all the concerned departments for no dues before proceeding on such leave, failing which such leave will be considered as unauthorized absence.

Sabbatical Leave will be sanctioned by the concerned BG head & President-Group Human Resources on recommendation of Head of the concerned Department, HR Head of the Business Unit and Head of the Business Unit.

Sabbatical Leaves for employees in the grades E5 and above need to be approved by the ED & CEO.

The period of Sabbatical Leave will be considered as continuity in service towards payment of Gratuity.

12. Leave Bank

Each employee is required to contribute half a day of leave every alternate year to create a leave bank which will be used for granting leave beyond eligibility to an employee in need owing to exceptional or long term sickness incapacitating the employee from attending the duty.

Such contribution will be from the quota of leave to be mandatorily availed.

The process of granting leave from the leave bank will be governed by the Management.

Unutilized balance of the leave bank accumulated in a year will be carried forward to the subsequent year. The unutilized balance at the end of second year will lapse.

The Leave Bank will commence during the calendar year 2009 and any unutilized balance of 2009 will be carried forward to the calendar year 2010 and any unutilized balance at the end of the calendar year 2010 will lapse.

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13. Exceptional Leaves

Where an employee requires leave beyond the leave balance to the credit in case of exigencies, he / she can seek approval for Exceptional Leaves stating the purpose and duration of such exceptional leave. Such exceptional leaves can be approved by the respective BG Head and the President – Group Human Resources on recommendation of Head of the concerned Department, HR Head of the Business Unit and Head of the Business Unit.

Such Exceptional Leave will be considered as Leave Without Pay.

Such exceptional leaves will not be adjusted against leave entitlement of subsequent years.

14. Power to Amend

The company reserves the right to amend the policy at anytime without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the Management.

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