

1. Purpose

KVMG Moulding Solutions recognizes that adequate rest and work-life balance are essential for employee health, wellbeing, productivity, and organizational sustainability. This Leave Policy establishes a fair, transparent, and legally compliant framework for granting leave while ensuring uninterrupted business operations.

The Company is committed to complying with all applicable labour laws governing leave entitlements and promoting employee welfare as part of its Environmental, Social and Governance (ESG) commitments.

2. Scope

This policy applies to:

- Permanent Employees
 - Probationary Employees
 - Fixed-Term Employees
 - Trainees (where applicable)
 - Contract Employees (through contractor as per applicable law)
 - Apprentices (as applicable under governing legislation)
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3. Legal References

This policy has been developed considering the following Indian legal requirements, as applicable:

- Occupational Safety, Health and Working Conditions Code, 2020
- Code on Wages, 2019
- Code on Social Security, 2020
- Industrial Relations Code, 2020
- Applicable State Factories Rules / Tamil Nadu Factories Rules (until the relevant Code provisions are notified and enforced)
- Applicable State Shops & Establishments Act (for non-factory offices, where applicable)

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- The Maternity Benefit Act, 1961 (as amended)
 - The Rights of Persons with Disabilities Act, 2016
 - The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) provisions, where applicable
 - Applicable National & Festival Holidays Act / Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958 (as applicable)
 - Any other applicable labour legislation issued by Central or State Government.
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4. Objectives

The objectives of this policy are to:

- Ensure statutory compliance.
 - Promote employee wellbeing.
 - Support work-life balance.
 - Maintain business continuity.
 - Provide equal and fair leave administration.
 - Maintain transparent leave records.
 - Support ESG social responsibility commitments.
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5. General Principles

- Leave is a privilege governed by company policy and statutory requirements.
 - Employees shall obtain approval before availing planned leave except during emergencies.
 - Leave records shall be maintained by the HR Department.
 - False information regarding leave may result in disciplinary action.
 - Unauthorized absence may be treated as misconduct.
 - Leave shall not automatically be considered approved merely because an application has been submitted.
 - Management reserves the right to defer planned leave based on business exigencies, except where statutory leave rights apply.
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6. Weekly Off

Employees shall be entitled to one weekly holiday in accordance with applicable law and operational requirements.

7. National & Festival Holidays

Employees shall be provided National and Festival Holidays as notified annually by the Company in accordance with applicable State legislation.

8. Privilege / Earned Leave (EL)

Eligibility

Employees become eligible as per applicable statutory provisions and company rules.

Entitlement

- One day of Earned Leave for every twenty (20) days worked during the previous calendar year or as prescribed under applicable law.
- Earned Leave shall accrue based on days actually worked in accordance with statutory provisions.

Utilization

- Planned leave shall normally be applied for at least **7 days in advance**, except emergencies.
- Leave shall be approved by the Reporting Manager and HR.

Accumulation

Earned Leave may be accumulated up to the statutory limit prescribed under applicable law. Leave accumulation beyond the prescribed limit shall be managed in accordance with statutory provisions or company rules.

Encashment

Leave encashment shall be governed by applicable law and Company policy.

9. Casual Leave (CL)

Purpose

Casual Leave may be availed for urgent personal work, unforeseen circumstances, or short-duration personal commitments.

Entitlement

- Up to **6 days per calendar year** (or as approved by Management, subject to applicable law).

Conditions

- Normally not exceeding **3 consecutive days** unless approved.
 - Prior approval shall be obtained wherever practicable.
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10. Sick Leave (SL)

Purpose

Sick Leave is intended for illness, injury, or medical treatment.

Entitlement

- Up to **6 days per calendar year** (or as approved by Management and applicable law).

Conditions

- Medical certificate may be required for continuous absence of **more than two consecutive working days** or whenever reasonably requested by the Company.
 - Employees shall notify their Reporting Manager at the earliest possible opportunity.
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11. Maternity Leave

Eligible women employees shall be granted maternity benefits strictly in accordance with the **Maternity Benefit Act, 1961 (as amended)**.

Current statutory provisions include:

- Up to **26 weeks** of paid maternity leave for eligible employees, subject to statutory eligibility.

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- **12 weeks** where applicable under the Act for specified categories (e.g., where legally applicable based on the number of surviving children).
 - Leave relating to miscarriage, medical termination of pregnancy, tubectomy operation, and illness arising out of pregnancy shall be provided in accordance with statutory provisions.
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12. Paternity Leave

Although not presently mandated under general Indian labour law for private establishments, G Moulding Solutions may grant up to **3 days of Paternity Leave** at Management discretion, subject to business requirements and internal approval.

13. Bereavement Leave

Employees may be granted up to **3 days** of leave in the event of the death of an immediate family member, subject to HR approval.

14. Marriage Leave

Employees may be granted up to **3 working days** of Marriage Leave on their own marriage, subject to Management approval.

15. Compensatory Off (Comp-Off)

Employees required to work on an approved weekly off or declared holiday may be granted compensatory leave, subject to:

- Prior written authorization.
 - Approval by Department Head.
 - HR verification.
 - Utilization within the period prescribed by Company policy.
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16. Leave Without Pay (LWP)

Where an employee has exhausted all eligible leave balances, Leave Without Pay may be granted subject to:

- Management approval.
- Operational requirements.
- Genuine justification.

Such leave may affect statutory benefits where applicable.

17. Unauthorized Absence

The following shall be treated as unauthorized absence:

- Absence without approval.
- Failure to report after expiry of leave.
- Providing false information.
- Habitual absenteeism.

Appropriate disciplinary action may be initiated in accordance with Company disciplinary procedures.

18. Leave Application Procedure

Employees shall:

1. Submit a Leave Application through the prescribed format or HRMS.
2. Obtain Reporting Manager approval.
3. HR shall verify leave balance.
4. Final approval shall be communicated to the employee.
5. Leave shall be recorded in the Leave Register.

Emergency leave shall be communicated by telephone or other approved communication method at the earliest opportunity.

19. Leave Cancellation

Approved leave may be cancelled or postponed only:

- Due to critical business requirements.
 - With approval from Department Head and HR.
 - After communicating with the employee.
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20. Return to Work

Employees shall:

- Report on the approved return date.
 - Submit medical fitness certificates where required.
 - Resume duties immediately upon return.
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21. Leave During Notice Period

Leave during the notice period shall generally be discouraged unless:

- Required under statutory provisions.
- Approved by Management.
- Due to medical emergencies.

The Company reserves the right to extend the notice period for unauthorized leave, subject to applicable law.

22. Leave Records

The HR Department shall maintain:

- Leave Register
- Leave Application Forms
- Leave Approval Records
- Medical Certificates
- Leave Balance Register

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- Leave Encashment Register
 - Compensatory Off Register
 - Leave Without Pay Register
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23. Roles & Responsibilities

Employees

- Apply for leave in advance wherever possible.
- Provide accurate information.
- Report sickness promptly.
- Return to work on time.

Reporting Manager

- Review leave requests.
- Balance operational requirements.
- Recommend approval or rejection.

HR Department

- Maintain leave records.
 - Monitor statutory compliance.
 - Maintain leave balances.
 - Conduct periodic compliance reviews.
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24. Key Performance Indicators (KPIs)

The HR Department shall monitor:

- Leave Utilization Rate
- Absenteeism Rate
- Unauthorized Absence Cases
- Sick Leave Trend
- Leave Approval Turnaround Time
- Leave Record Accuracy
- Employee Attendance Percentage
- Statutory Compliance Status

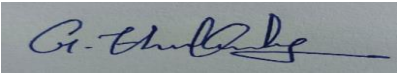
25. Policy Review

This policy shall be reviewed annually or whenever there are:

- Changes in labour legislation.
 - Customer-specific requirements.
 - Organizational restructuring.
 - Internal audit findings.
 - ESG compliance updates.
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26. Exceptions

Where any provision of this policy conflicts with applicable law, collective agreements, or statutory notifications, the applicable legal requirement shall prevail to the extent of the inconsistency. Management may issue implementation guidelines consistent with this policy and applicable law.

Prepared by	Approved by
	
EEG COORDIANTOR	MD/DIRECTOR