

POLICY & GUIDELINES

Leave & Attendance Policy

Preamble

The balance of mind and body in a person needs to be maintained for optimum physical and mental alertness. Working styles and environment has become more demanding than before. It is hence, very important to provide the employees with Holidays and Leaves to re-energise themselves and to take care of unexpected exigencies and illness.

The Attendance & Leave policy defines the entitlement of Leaves and Holidays in a calendar year (January to December) and the procedures of attendance recording (Leave / Out Duty / Time In & Time Out), along-with their application procedures.

Scope

Applicable to all employees across all PVR Group Companies and its Group subsidiaries.

Guiding Principles

- Each Supervisor has the ownership of his/her team members Attendance and Leave.
- We promote the idea of planned leaves so that the real purpose of rejuvenation and business continuity can be achieved.
- We believe in automated process for attendance recording and hence we have biometric system installed at the locations / site. It is mandatory for all employees to be registered for the same at the time of their joining the company itself.
- Leave & Attendance Policy has been designed keeping in mind various human diversities.
- All Leaves/OD/Short Leaves need to be approved by the HOD/Supervisor. Any unauthorised / unsanctioned Leave / Short days will be treated as “absence” and considered as a matter of Employee Indiscipline.
- Employees must apply for Leave / OD via Biometrics System and obtain approval from the HOD.
- Sanction / Approval of Leave / OD is at the discretion of the HOD/Supervisor after checking on the Leave Status of the employee.
- Extension of leave period for unforeseen circumstances can only be granted as special cases by approval from Head of department & Regional HR Head.
- For purpose of calculations, fractions above half day shall be treated as full day.
- Employees frequently absenting from work shall be dealt with severe disciplinary action, which may lead to termination of service.
- In case an employee gets promoted, leave rules of the next Level get applicable from the next accrual date
- In case an employee gets transferred to another state, leave rules of the new state get applicable from the next leave accrual date.

Guidelines & Procedure

A. Leaves :

1. Leave Cycle -

The Annual Cycle for the purpose of leave is the calendar year (1st January - 31st December).

2. Leave Entitlement -

a) M Grade:

- Earned Leave - 24 days in a calendar year across all regions.
- Casual and Sick Leaves put together- 1 day per month (Half Each).

b) E Grade:

- Earned Leave - As per applicable state statutory guidelines (*Table - A*).
- Casual & Sick Leaves - As per applicable state statutory guidelines (*Table - A*).

Table - A

Grades E1 & Below				
S.No	States	CL	SL	EL
1	Delhi	12	NIL	15
2	Uttar Pradesh Uttrakhand	10	15	15
3	Punjab Haryana Chandigarh	7	7	18
4	Andhra Pradesh	12	12	15
5	Maharashtra	7	7	21
6	Madhya Pradesh Chhattisgarh	14	NIL	30
7	Gujarat	7	7	18
8	West Bengal	10	14	14
9	Kerala	12	12	12
10	Rajasthan	NIL	NIL	30
11	Tamil Nadu	12	12	12
12	Karnataka	NIL	12	20
13	Jammu & Kashmir	14	NIL	30
14	Bihar	12	12	18
15	Odisha	20	NIL	15
16	Jharkhand	12	12	12
17	Assam	12	12	16
18	Telangana	12	12	15
19	Puducherry	12	12	12
20	Goa	6	9	15

Guidelines for EL/CL/SL:

- It is recommended that a new employee avails earned leaves only after successful completion of 6 months in the organization, since, the period of probation will also be the time for assessment of performance during probationary period. Any period of leave absence may render the employee on probation unavailable to be assessed fully during the complete duration. Any exigency requiring absence will be treated as an exception.
- CL/SL shall be credited in advance half yearly as mentioned below.
 - 50% of the annual entitlement on 1st January and balance 50% on 1st July
 - Or on the basis of pro-rata as per date of joining.

- Employee under probation is entitled to avail 1 (one) day leave per month against CL/SL and earned leaves will get credited to him/her post his/her completing 6 months in the organization.
- Earned Leaves are credited on Pro-rata basis at the end of every month.
- No 'Earned Leave' shall be granted to an employee if he/she is 'Absent' for more than 15 days in any particular month.
- In case an employee joins before 15th of the month, he is entitled to complete EL, while in case an employee joins after 15th of the month, he shall be entitled for half of the month's EL (region of joining needs to be taken into consideration)
- The company reserves the right to refer any employee to any doctor to ascertain the genuineness of sickness. Also, in the event of long sickness, the company can ask for a fitness certificate from the employee.
- In case an employee gets injured while on duty, he/she shall be entitled for paid sick leave on the approval as per below matrix:

Employee's Grade	Approval Matrix
E-Grade	Regional Functional Head + Regional HR Head
M-Grade	Regional Functional Head + Regional HR Head + HOD + CHRO

3. Maternity Leave and Benefits -

Maternity benefit (as per governed by Maternity benefit act) of 26 weeks leave with wages shall be conferred to eligible women employees in case of women having less than two surviving children. In other cases, 12 weeks leave with wages shall apply. Out of the 26 weeks, not more than 8 weeks can be taken before the date of expected delivery, whereas earlier, the pre-natal period was prescribed to be not more than 6 weeks. The conferring of above benefit is subject to the condition that an employee must have completed 80 days of service prior to expected delivery.

4. Paternity Leave -

A Maximum of 3 (Three) days may be granted to all male employee on submission of request together with proofs. This leave will be applicable only for a maximum of 2 (Two) Children.

5. Compensatory Off -

Shall be given to employees from Grade E4 to E1 working in Cinema/Unit operations in lieu of having worked on a weekly off day or on a Holiday. In such cases the Compensatory off will expire in 60 days (Refer Table - B). Further, any employee (M6 and above) is working on National Holiday the compensatory off will expire in 60 days.

Table - B

Grade	Weekly Off	Scheduled Holiday	National Holiday
E1	Comp. Off	Comp. Off	Comp. Off + One day Extra day
E2 - E4	Comp. Off	Comp. Off / One Extra Wage*	Two days Extra Wage*
Validity#	60 Days	60 Days	60 Days

Note:

*Extra Day** - Pay in lieu of having worked on Scheduled/National Holiday.

Validity# - Validity is applicable only in the case of Compensatory Off.

6. Short Leaves -

- If an employee has a shortfall of attendance by a maximum of 2 hours in a particular day, they may avail short leave.
- This leave is applicable for all set of employees.
- This leave will be available to employees from the month subsequent to month of joining the organization.
- Employees can avail this leave only 3 times in a month.
- A minimum of 1 minute to a maximum of 2 hours can be applied in a given day.
- Total Shift Hours = 9 hours
 - Working hour = 8 hours
 - Spread-over (lunch and break) = 1 hour
- For the purpose of attendance only working hour is taken into consideration

Examples:

Scenario A:

- Shift time 9am to 6pm
- Employee's actual working time 10am to 6pm (8 hours)
- No short leave required

Scenario B:

- Shift time 9am to 6pm
- Employee's actual working time 10:45am to 6pm (7:15 hours)
- Working hour shortfall-45 minutes
- Short leave to be applied for

Scenario C:

- Shift time 9am to 6pm
- Employee's actual working time 12pm to 6pm (6 hours)
- Working hour shortfall-2 hours
- Short leave to be applied for

Scenario D:

- Shift time 9am to 6pm
- Employee's actual working time 1pm to 6pm (5 hours)
- Working hour shortfall-3 hours
- Working hour shortfall is more than 2 hours hence short leave cannot be applied for

- This leave will be lapsed on the last day of every month.
- This leave cannot be clubbed with any other request.
 - Example: Employee cannot avail short leave in the first half and CL/OD/EL/SL in the second half.

7. Advance Leaves -

May be granted to an employee for any exigencies (Medical / Personal) up to six months entitlement on the approval of the respective Functional Head.

8. Leave Encashment & Accumulation -

- The un-availed earned leaves of an employee shall be added/carried forward to the earned leave balance of the succeeding year, to which he is entitled however the total accumulated leave getting carried forward shall not exceed **48** for **M grade** and three times of the total earned leave entitled in an year for **E grade (refer table A)**.
- The accumulated leave shall not be en-cashed during service period of the employee.
- In case of exit, leave encashment for **ELs** will be calculated on the Basic salary & shall be paid along with the full and final settlement. An employee will get the benefit of current year for earned leave however total number shouldn't exceed more than 48 days in case of **M grade** and three times of annual entitlement in case of **E grade (as per table A)**.
- The Casual and Sick leave shall not be accumulated/ carried forward beyond the end of a calendar year.
- The calculation will be done on the Basic Salary & shall be paid after submission or at the time of Full & Final Settlement.
- Any Tax liability pertaining to leave encashment is borne by the employee.

B. Leave Application & Approval:

- All Leaves and OD (Out Duty) need to be applied in advance through Biometric System for approval from HOD/Supervisor (Minimum M6 Grade) as far as possible. At Cinema/Unit location Cinema/Unit Head's approval is required with recommendation from respective executives.
- The HOD/Supervisor should approve/disapprove the application within 3 (three) days. If the same is in-actioned it will be auto-approved after 3 days or 23rd of the month whichever is earlier.
- The leave applications shall reach the attendance in-charge of the location for regularisation.
- In special cases any leave without pay can only be recommended by the HOD/Supervisor (Minimum M6 Grade) and needs to be approved by functional HOD & CHRO, mentioning the no of days of LOP (Loss of Pay) / waiver with adequate reasons.
- In case of leaves taken in case of emergency through verbal approval of the HOD, the employee needs to apply for the same, within 24hrs of resuming the office.

C. Holidays (Festivals) & Weekly Offs :

- All employees at Corporate/RO Locations are entitled to 12 (twelve) days & 11 (Eleven) days at Cinema/Unit Locations of Holidays in a calendar year (January - December). The Holiday List, circulated by HR, lists out the days as applicable to the different locations.

- Considering the nature of business the Unit level employees have 6 day week working as per roaster. However, Corporate/Regional Offices have 5 day week.
- The security, housekeeping and operations staff stationed in corporate /regional office shall be entitled one weekly-off only.

D. Attendance Recording :

1. Attendance cycle -

The Attendance Cycle for the purpose of Salary is 22nd of the previous month to 21st of the current of month.

2. Recording system -

The attendance of all employees is recorded through biometric system. The employees' 1st 'IN' and last 'OUT' is considered for calculating the Total Working Hours in a day.

3. Office Hours -

- Corporate/regional office employees to complete minimum 8 hours as per the defined system shift between 8AM-8PM.
- At Site location employees will work for 8 hours as per the defined roaster, excluding lunch break and 2 (Two) breaks during the shift.

4. Out Duty -

- This is the provision for short travel for business purposes. All 'ODs' need to be approved by the HOD/Supervisor (Minimum M6 Grade).

Policy Review / Amendments / Modifications / Withdrawal

This policy will be reviewed from time to time and the company reserves the right to modify/amend/alter and/or withdraw the policy at its discretion.

In case of any doubt or exception, the interpretation of above terms by the CHRO/CFO/CEO shall be final.

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