

2. Benefits 2.8. Leaves Policy	
Owner	People & Organization
Approved By	CPO, CFO, CEO
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2.8. Leaves Policy

Features

At Jazz, we ensure a thorough and sustained focus on employee wellness which goes beyond the traditional work norms, aiming at enhancing your experience and well-being both at work and beyond.

Leaves Categorization

Your leaves' entitlement includes the following:

2.8.1. Annual Time-Off

- 2.8.1.1. Upon confirmation, you can avail up to thirty (30) working days for each year of service. Annual leaves are earned over your service period and are adjusted on pro-rated basis.
- 2.8.1.2. In case business requires you to be back at work while on leave due to business urgencies, you can discuss an alternative time off with your manager.
- 2.8.1.3. Employees can avail half-day leave. Two (02) half day leaves will be adjusted as one (01) full day.

2.8.2. Medical Time-Off

- 2.8.2.1. In case your health does not allow you to make it to work, you are advised to inform your manager. You are entitled to fifteen (15) working days of medical leave.
- 2.8.2.2. If your medical concern exceeds three (03) working days, you will be required to share the respective doctors' advice with your manager. Your extended time off may be with/without pay depending upon the case details and subject to HoD's (CXO-1) approval.

2.8.3. Parental Leave

Your parental leaves' entitlement includes the following with applicability to both birthing and adopting parents, as per same terms.

- 2.8.3.1. You are entitled to avail six (06) months (calendar days) as maternity leave and 30 working days' paternity leave starting earlier or on the date of arrival of the new family member.
- 2.8.3.2. Employee shall inform their line manager twelve (12) weeks before estimated date of delivery to prepare for handover.

- 2.8.3.3. In case of an unfortunate event of miscarriage (during or post 3rd trimester) or still birth, standard six (06) months maternity leave will apply.
- 2.8.3.4. In case of abortion or miscarriage (during 1st and 2nd trimester), four (04) weeks paid leave will be accorded, not adjusted from medical or annual time off.
- 2.8.3.5. In case of any medical complications or high-risk pregnancy supported by medical documents, employee can avail complete work from home flexibility throughout the gestation period or can choose from flexible working options, with alignment of their line manager. (refer to Jazz Flex Policy for details)
- 2.8.3.6. Similarly, employee can also avail flexible working options during third trimester.
- 2.8.3.7. Returning mothers can avail 06-Months Phase Back Support whereby they may exercise the option of complete work from home for initial three (03) months with reduced work hours and workload after completion of maternity leave. In addition, they may follow flexible working options for another three (03) months (refer to Jazz Flex Policy for details).
- 2.8.3.8. Paternity leaves can be taken either in one go or employee may choose to split into phases as per need, during the first year of childbirth/adoption.
- 2.8.3.9. In case of an unfortunate event of miscarriage (during or post 3rd trimester) or still birth, fathers will be eligible for full paternity leave (in one go or staggered). In case of abortion or miscarriage (during 1st and 2nd trimester), ten (10) days paid leave will be accorded, not adjusted from medical or annual time off.
- 2.8.3.10. All employees are advised to avail their entitled parental leave as per their requirement. Any un-availed parental leaves will lapse on completion of first year.

2.8.4. Sabbatical Leave

- 2.8.4.1. If you who have worked with Jazz for at least five (05) years with consistent positive performance and wish to proceed for education, you can take a sabbatical leave of maximum two (02) years in alignment with your CXO. Your final settlement details will be compiled, while service tenure and all direct and indirect compensation and benefits will be paused. Upon return, you will be reinstated at the same grade and compensation package for 3 months, during which you can apply and be evaluated for available vacancies internally. If selected for a role, your compensation and grade will be aligned with the new position requirements. In case your selection does not materialize within the three (03) months period, you will need to resign from Jazz.

2.8.5. Gazette/Public Holidays

- 2.8.5.1. All gazette holidays will be observed as per Govt. directives as and when announced.

Useful Notes

- 2.8.6. You are advised to channelize all your leave requests through the People Hub portal.
- 2.8.7. If you are a people manager, you are advised to plan out leaves of your team members to better manage work and time offs.
- 2.8.8. If you work on a shift-based roster, your leave count will be managed as per your defined work days and off days.

- 2.8.9. If you have exhausted your leaves' balance and still face a time off requirement, you are advised to discuss the possibility of unpaid leave with your manager and people operations representatives.
- 2.8.10. The maximum limit for unpaid leaves is three (03) months within one (01) year.
- 2.8.11. In case of un-availed leaves, remaining balance will lapse at respective year end with no carry overs.
- 2.8.12. In case of availed annual leaves being more than earned ones, an adjustment is made in the final settlement, in case you have to leave Jazz.
- 2.8.13. Any un-availed annual leaves balance will be en-cashed in the final settlement with a maximum capping of twenty (20) working days.
- 2.8.14. In case of your resignation, your annual leaves balance cannot be adjusted against your notice period.
- 2.8.15. Maternity leave can be combined with annual time-off.
- 2.8.16. For adopting parents, leaves can be availed on the arrival of the new family member.
- 2.8.17. Work from home and/or flexible working options for returning mothers are conditional to nature of job/role requirements and shall be availed with prior alignment with the line manager. All returning mothers are encouraged to discuss these arrangements at length with their line managers so that they can enjoy a smooth return to office.

