

LEAVE POLICY

OBJECTIVE

The objective of leave is to enable all PMG employees to obtain time off from work to maintain a balance between work and personal commitments. Such includes but is not limited to medical treatment, recovery from illness or injury, provide care who are sick or undergoing treatment or have been affected by an emergency. Not that leave is a privilege given to all employees and is subject to manager's approval.

TYPES OF LEAVE

PMG recognizes the following kinds of leave: National Holidays and Festivals, Casual Leaves, Parental Leave, Half Day Leave

NATIONAL HOLIDAYS

PMG publishes a list of national holidays to be observed for the calendar year on Jan 01 at the start of the year

CASUAL LEAVE

Employees are given 1 or 2 leaves per month as per their grade. The leaves not consumed in the month will be credited as extra salary days in the monthly salary.

PARENTAL LEAVE

Maternity Leave:

- All women employees of PMG, who have been on the payroll of PMG for equal to or greater than twelve months immediately preceding her expected delivery date, are eligible for 12 weeks of work from home before delivery. After delivery, they can avail four weeks or eight weeks of paid leave considering normal or cesarian delivery, respectively

Adoption Maternity Leave:

- All women employees who qualify for maternity leave, who adopt a child below the age of three months, are eligible for 12 weeks of work from home.

Paternity Leave:

- All men employees of PMG are eligible for 12 weeks of work from home.

HALF DAY LEAVE

In case an employee is unable to report to office before 9:15 AM, or leaves office before time 6:15 PM, it shall be considered as Half Day Unpaid Leave.



GENERAL RULES & PROCESS FOR AVAILING LEAVES

- All employees must apply for casual leave at least a week in advance via email.
- All leaves must be approved in prior by the concerned line manager.
- In any contingency situation, employees must proactively inform the concerned line manager and apply for leave on returning to work.
- If an employee proceeds on any unauthorized leave, it will be considered as leave without pay, and he/ she shall be liable for disciplinary action.

EXCEPTIONS

Any exceptions to the policy would be evaluated on a case-to-case basis and require special approval from the Business Head and People Operations Head, respectively.

DISCLAIMER

The management reserves the right to review and amend the policy as per the business needs.