

Document Statistics

Type of Information	Document Data
Organization	Panacea Bioedge Pvt. Ltd
Document Name	Leave Policy
Classification	Internal
Date of Release	01-08-2025

Document Revision History

Version Number	Revision Date	Description for Change	Reason for Change	Affected Section	Prepared By	Reviewed By	Approved By
1.0	00	-	New Document	--	QM	Lead-ESG	DO

1. Purpose

The purpose of this policy is to define leave entitlements and procedures for all employees of Panacea Bioedge Pvt. Ltd, promoting employee well-being while ensuring operational efficiency.

2. Scope

This policy applies to all full-time employees of Panacea Bioedge Pvt. Ltd across all departments and locations. The leave calendar follows the **financial year**, i.e., from **April 1 to March 31**

3. Types of Leaves

3.1 Privilege Leave (PL)

- Each employee is entitled to 15 Privilege Leaves per financial year.
- PL must be pre-approved and is intended for planned absences (e.g., vacations, extended personal time).
- Unused PL will not be encashed.
- Leaves must be applied for at least 3 days in advance unless it's an emergency.

3.2 Casual Leave (CL)

- Each employee is entitled to 12 Casual Leaves per financial year.
- CL is meant for short-term or unforeseen personal needs.
- CL cannot be taken for more than 3 consecutive days without approval.
- Unused CL will also lapse at the end of the financial year and cannot be encashed.

4. Maternity Leave

- Female employees are eligible for 26 weeks of paid maternity leave for up to two surviving children, in accordance with the Maternity Benefit (Amendment) Act, 2017.
- For the third child onward, 12 weeks of paid leave is provided.
- Adoptive mothers of infants under 3 months old are eligible for 12 weeks of paid leave.
- Maternity leave does not reduce PL or CL balances.

5. Paternity Leave

- Male employees are eligible for 5 working days of paid paternity leave.
- Leave must be availed within 60 days of childbirth and can be taken in one part.
- Prior intimation and managerial approval are required.

6. General Guidelines

- Leave requests must be submitted via the company's HRMS/leave portal.
- All leaves are subject to manager approval and business requirements.
- Taking leave without approval may result in loss of pay and/or disciplinary action.
- No leave encashment is permitted under this policy.
- As We do not maintain formal records of employee leave nor do we deduct leave from salaries. This is due to our hybrid work culture, where employees frequently work from client sites or from home. Even in instances where employees are not actively engaged in work, they are not required to be present at the office premises. As a result, the standard leave tracking and deduction policies are not applicable in our organization.

7. Enforcement

Any non-conformance to this policy shall be addressed as per the organization's employee disciplinary process.

The Panacea Bioedge Pvt. Ltd. is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members Panacea Bioedgevt Ltd.