

 HR DEPARTMENT HARRISONS MALAYALAM LIMITED	HML Executive Leave Rules Amendments & Revised Guidelines Notification	DOC. NO. 3/2011
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EXECUTIVE LEAVE RULES

Amendments & Notifications

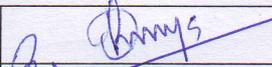
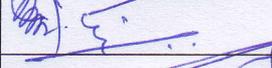
The existing leave rules for Grade IV and above (effective from 1st July, 2001) shall remain unchanged, **except** for Clauses 1.11; Clause 3 (Sick Leave); Clause 4.3 and Clause 5.6 given in this amendment.

The existing leave rules have been amended to apply to employees in Grade V and VI.

The amended rules shall be applicable **effective 1st July, 2011**, and shall supersede all other leave rules existing for these Grades across the Company.

1. PRIVILEGE LEAVE

- 1.1 Executives shall be entitled to Privilege Leave of 30 days.
- 1.2 An Executive joining / leaving the Company any time during the leave year shall be entitled to proportionate leave based on the period worked during that year.
- 1.3 **Trainees** shall be permitted to avail this leave only after 12 months of service.
- 1.4 On the 31st of March and 30th of September every year, the Privilege Leave earned by the Executive during the preceding 6 months shall be credited to his name.
- 1.5 Privilege Leave shall be accumulated only up to a maximum of 90 days. Any leave beyond 90 days will get lapsed and there will not be any encashment.
- 1.6 Privilege Leave shall be taken only for a minimum period of 4 days at a time and a maximum of 4 times in a year. The same cannot be taken in conjunction with any other leave and intervening Sundays and holidays shall form part of such leave. However, in case an Executive does not have any Casual Leave to his credit, any leave availed by him due to unforeseen circumstances shall be adjusted against the Privilege Leave due.
- 1.7 Privilege Leave shall be applied on-line for at least one week prior to the commencement of leave.
- 1.8 If Privilege Leave applied for is not granted, the Head of the Department shall communicate the same to the concerned Executive at least 3 days before the commencement of the leave applied for.

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Approved by	Pankaj Kapoor Managing Director		09/08/2011

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1.9 If an Executive happens to be on Privilege Leave for a period exceeding the number of Privilege Leave standing to his credit, such excess of days of leave shall be treated as loss of pay.

1.10 Grant of Privilege Leave shall be at the convenience of the Head of the Department depending on the exigencies of work. However, if any employee has not availed the leave as planned, and he/she had to lose the leave due to work exigencies no such privilege leave shall be credited to him/her for next year. The same shall be lapsed.

1.11 If there is any deviation required under this clause, the Business/Function Head shall intimate in writing to HR department and should get their prior approval. Only in exceptional cases, such requests will be reviewed by HR department. No such requests shall be approved **after the end of the financial year or after exercising such rights, unilaterally by the Function/Business Head.**

2. CASUAL LEAVE

2.1 Executives shall be entitled to 6 days Casual Leave.

2.2 Casual Leave shall be availed only with prior approval of the Head of the Department, except in case of emergency.

2.3 In the case of emergency, if an Executive is unable to get prior approval from his Department Head in exceptional cases, he shall inform the Department Head as early as possible to be followed by an on-line application for Casual Leave.

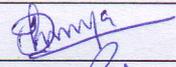
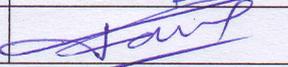
2.4 Casual Leave shall be availed only up to a maximum of 3 days at a time.

2.5 Casual Leave shall neither be accumulated nor encashed.

2.6 Casual Leave due to the Executive for the year shall be credited to his name at the beginning of the year, i.e., on the 1st of April. However, an Executive shall be allowed to avail the leave only proportionately depending on the months worked, during the first year of his service.

2.7 Casual Leave shall neither be prefixed nor suffixed to any other leave.

2.8 While availing Casual Leave, intervening Sundays and holidays shall be included. However, Casual Leave can be prefixed or suffixed to a holiday.

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3 SICK LEAVE

- 3.1 Executives shall be entitled to 8 days Sick Leave.
- 3.2 The application for Sick Leave should be supported by a Medical Certificate by an authorized doctor, after such leave.
- 3.3 Sick Leave shall neither be accumulated nor encashed.
- 3.4 While availing Sick Leave, intervening Sundays and holidays shall be included.
- 3.5 The Sick Leave shall be the prerogative of the Management, and cannot be automatically availed.
- 3.6 However, leave due to illness which requires prolonged treatment will be approved at the discretion the Management – by the Business Head and General Manager – HR.

4 OTHER LEAVE

4.1 **School Leave – Plantation Executives**

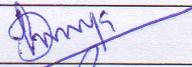
The entitlement of this leave is not automatic. **This will be need based, at the discretion of the Head of the Department.**

This leave shall be limited to a maximum 6 times in a year for picking and dropping the children during terminal recess at school.

4.2 **On-Duty Leave**

All on-duty leave should be cleared through on-line leave process. Unauthorized on-duty leave will automatically be adjusted against Casual Leave, at the end of each month.

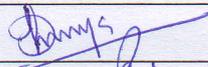
HR department shall communicate in such issues, thrice in a year. However, the responsibility of ensuring leave is properly credited to his/her Credit will be with the individual employee/immediate superior.

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5 GENERAL

- 5.1 The leave year for all types of leave shall be April to March.
- 5.2 The application for grant of leave shall be **submitted on-line** to the Head of the Department, who is the leave sanctioning authority.
- 5.3 The Executives reporting to M.D. shall submit their leave applications directly to M.D.
- 5.4 The leave sanctioning authority in respect of the Executives (Grade V and VI) on Estates will be their respective Estate/Factory Manager.
- 5.5 The leave sanctioning authority shall **sanction the leave on-line** within 24 hours of submission.
- 5.6 If an Executive has availed Casual Leave/Sick Leave in excess of eligibility, such excess leave shall be adjusted against Privilege Leave.
- 5.7 In the event of cancellation or postponement of leave of an Executive, after the same is granted, the Executive concerned shall send a suitable communication to HR Department to that effect, through the Department Head.

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