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| <br><b>HR DEPARTMENT</b><br><b>HARRISONS MALAYALAM LIMITED</b> | <b>HML Executive Leave Rules</b><br>Amendments & Revised<br>Guidelines Notification | DOC. NO. 1/2012 |
|   |   | REV NO.         |
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## LEAVE RULES-RETAINERS

The rules shall be applicable **with immediate effect** and shall be applicable to all the retainers in the company including the people on company contract.

### PURPOSE:

A retainer is taken due to lack of availability of experienced person in that specific role, or temporarily the organisation wants to have expertise in a specific area for a particular period.

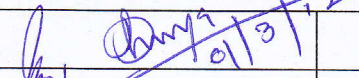


Therefore, we need to provide facilities which will help them to commit to the task on hand.

Further, it will also help clarify issues and concerns related to leave to this category of people.

### SALIENT FEATURES

- 1.1 All Retainers, at Executive/Staff level, for a minimum period of two years or employees who have been retired, but continuing in the role as retainers, shall be entitled to a total leave of 30 days.
- 1.2 There will be no separate leave like Casual leave, Sick Leave or Privilege Leave for such people.
- 1.3 If any retainer takes leave exceeding the number of overall days, such excess of days of leave shall be treated as loss of pay.
- 1.4 The leave can be prefixed or suffixed to a holiday.
- 1.5 The leave year shall be from April to March.
- 1.6 However, leave due to illness which requires prolonged treatment will be approved at the discretion of the Management – by the Business Head and Vice President – HR, considering the tenure of retainership, and also upon production of approved medical certificate.
- 1.7 Un-availed leave shall be lapsed at the end of the year, and it cannot be encashed.
- 1.8 All retainers have to apply their leave through the on-line system, and only such approved leave shall be counted as authorized leave.

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