

# LEAVE POLICY

The Leave policy intends to outline all the leave benefits that Gozooop offers to each Gozooper through the calendar year (January – December) 2020.

## General Leave Benefits (India)

- Each Gozooper is entitled to 22 Paid Leaves (PLs) including birthday leave & 14 Public Holidays through the year, of which only 6 paid leaves can be carried forward till June of the next year. If not used before, they shall lapse. No leaves can be encashed.
- During probation & notice period, you are not eligible for Paid Leaves except Birthday Leave.
- Leave for 5 days or more must be approved by your HOD at least 3 weeks in advance. HODs must not approve any unplanned leaves.
- Absence on health ground for 3 or more days should be supported with medical reports, medical certificates, medical prescriptions etc
- All unapproved leaves will be counted as Loss Of Pay (LOP) / Unpaid Leaves.
- Unapproved leaves clubbed with public holidays or weekends will be considered as Sandwich Holidays which means that you would lose pay for the weekend or public holiday.
- Work from home should only be approved by the HOD in unavoidable circumstances and it will be considered as a half day.
- A Comp-off is a compensatory leave that can be granted to you by your HOD, on account of making you work from the company office on a non-working day. It is granted at the sole discretion of your HOD. Comp-offs lapse within 90 days from accrual.
- Comp Off's will now be adjusted for Late in, Half Day for Late in, Half Day for Early Leaving, Under-scheduled and Missed punch.

## Special Leave Benefits (India)

- To make your birthday really special, each Gozooper gets an added Paid Leave on the day of their birthday. If, for any reason, your HOD needs you to come to office on your birthday, you shall be granted a Comp-Off.
- Every Gozooper tenured at least 18 months & 30 months with Gozooop is eligible to take a 15 days & 30 days, respectively, unpaid time away from work as a career break. This is to allow you the chance to balance your career with other commitments, responsibilities and interests. Must be approved by your HOD.
- Every Gozooper who has spent at least 6 months with Gozooop is entitled to 5 days additional paid leaves towards Marriage Leaves.
- Women are entitled maternity leave of 26 weeks for two surviving children and 12 weeks for more than children
- Women are entitled menstrual leave which is an additional paid work from home leave, once in every month.
- Every Gozooper is entitled to Mental Wellness Leave of 5 days in a year, with the recommendation of a professional Psychiatrist or Psychologist. This leave is to ensure mental well-being of all our employees and in order to make the process seem-less, we recommend the Psychiatrist or Psychologist to get in touch with the HR Head and suggest to enable the leave for the Gozooper.

## Leave List (India)

1. Wednesday, 1st January – New Year's Day
2. Sunday, 26th January – Republic Day
3. Tuesday, 10th March – Holi
4. Friday, 10th April – Good Friday
5. Friday, 1st May – Maharashtra Day
6. Monday, 25th May – Ramzan Eid
7. Saturday, 15th August – Independence Day
8. Saturday, 22nd August – Ganesh Chaturthi
9. Sunday, 30th August – Muharram
10. Friday, 2nd October – Gandhi Jayanti
11. Sunday, 25th October – Dussehra
12. Sunday, 15th November – Diwali
13. Monday, 16th November – Hindu New Year
14. Friday, 25th December – Christmas