

PRAXIS HOME RETAIL LIMITED



### **Bereavement Leave Policy**

#### **Introduction:**

Bereavement Leave is a paid leave that an employee can avail in the unfortunate death of a close family member. We consider the employee's immediate family as a part of the organization and are committed to supporting our employees to deal with the loss.

**This leave is over and above the All-Purpose Leave entitlement. For the purpose of this Leave, immediate family members would include Mother, Father, Spouse, and Child.**

#### **Objective:**

Death of a close family member has a deep impact on an individual. The Company acknowledges the personalized nature of bereavement and grief and is committed to supporting its employees in practical and appropriate ways to deal with the same. The Bereavement Leave is designed to give the employee dedicated time off to cope up with the grief, make funeral arrangements and settle family affairs which come along with the death of a family member.

#### **Scope:**

This policy is applicable to all **full time employees** who are on the rolls of the Praxis Home Retail Limited across stores, zonal office and store support office. **It is also applicable to employees on probation. This policy will be implemented effective 1<sup>st</sup> January, 2019.**

#### **Duration of Leave**

We recognize the cultural diversity among employees and want to grant adequate leave to our employees to complete the customs and rituals associated with the loss.

**In the event of death of an immediate family member, the employee can take 10 days of paid leave (from the day of the mishap) as bereavement leave (*Including intervening holidays and weekly Offs*).**

#### **Leave Sanctioning Authority:**

The Leave will be sanctioned by the employee's Reporting Manager and respective People Officer.

**Approval of Leave:**

The employee needs to intimate their Reporting Manager and local HR about the incident at the earliest. The required time off needs to be discussed with the concerned authority. The local HR will inform the Corporate HR team of the same over an email. The employee will need to update his/her attendance in system on resuming work. As of now system will take some time to show "Bereavement leave" as a category of leave, one can apply for this leave as regularisation with a comment.

**Any denial of this leave to the employee, will need to be approved by the People Officer at Store Support Office (SSO).**

**Funeral Expenses:**

Further to our commitment to stand by our employees in the event of a tragedy, **the Company will contribute Rs.10,000 towards Funeral Expenses This is applicable for Band 1 and 2 employees.** On intimation about the death, the local HR will intimate the Corporate HR team, who will initiate the process of Fund Transfer to the employee's account. The Funeral expenses will be credited to the employees account at the earliest.