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## “My Day “Policy – Employees taking an approved holiday on their birthday

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‘My Day leave’ is a one-time leave which an employee can avail on their birth date as per the company records, over and above their APL (Annual Planned Leave).

**Objective:**

To encourage employees to take time off and spend it with their loved ones on their birthdays, in case it falls on a working day.

**Scope:**

This policy is applicable to all employees who are on the rolls of Praxis Home Retail Limited across Store Support Office, Zonal Office and Stores. This policy will be implemented effective, July 22, 2018.

**Leave Year:**

The financial year of the Company i.e., 1st April - 31st March will be considered as the year for the purpose of calculation of leave.

**Leave Sanctioning Authority:**

This leave should be approved by default by the Immediate Manager. In case, the immediate manager rejects such a leave, an approval for such a rejection needs to be taken from the Head of Department i.e., City Heads/ COO/CFO/CEO.



### FAQs:

1. My birthday falls on a public holiday or weekly off, can I take this leave on some other day? No, you are entitled for birthday leave only on the actual birth date, as per company records.
2. How do I apply for “My Day” leave in the system?  
As of now, since Sparsh will take some time to show “My Day” as a category of leave, you can apply for this leave as regularization with a comment as — “As per employee policy, applying for “My Day” leave.
3. When can a manager reject a “My Day” leave?  
The manager can reject your “My Day” leave due to a critical business requirement, by taking a written approval from the Head of Department i.e City Heads/ COO/CFO/CEO for rejecting such a leave. This approval has to be sent to the local People Office SPOC, for records.  
Some of the examples of a critical business requirement are — Peak sale days like 15<sup>th</sup> August/ 26<sup>th</sup> January.
4. In case I don't want to take the leave on my birthday, can I take it on some other day?  
No, you are entitled for birthday leave only on the actual birth date, as per company records.
5. In case, my leave gets rejected can I take this leave on some other day?  
Yes, in such a case you can take this leave within 10 working days of your birth date.

\*\* Employees in SSO whose birthday falls between 22nd June to 21<sup>st</sup> July, can avail this leave.



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