

HUMAN RESOURCE POLICY RASAPOORNA FOODS PVT. LTD.			
Applicable Locations	All Locations	HR Policy No.	RFPL/HO/HR
		Version	02
		Effective Date	01/04/2024
Title	Full & Final Settlement	Review Date	31/03/2025
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1. OBJECTIVE:

- 1.1. To make full and final settlement of employees who have resigned or have been terminated.

2. POLICY:

All Location:

- 2.1 Salary: Will be calculated for the month/days employee has worked & present in HRIS.
- 2.2 Encashment of PL: Will be done on the basis of last drawn monthly basic salary.
- 2.3 LTA: Annual payments like LTA in case of grade SM1 and above will be made on pro-rata basis (wherever applicable).
- 2.4 Gratuity: Employee will be paid gratuity, as per the prevailing payment of Gratuity Act.
- 2.5 Notice Pay:

Notice Period (Grade Wise)	
Grades	Notice Days
S1	0 Days
S2 & S3	30 Days
E1 & E2	30 Days
M1 to M5	30 Days

Note: Notice Period is 15 days in case of 'Probationer' employees / who are not confirmed

- 2.5.1 During the notice period employee shall not be entitled to any leaves. His/her absence during such period shall be treated as leave without pay and the concerned employee will have to compensate for the same number of days of his/her absence by working.
- 2.5.2 If an employee wants to be relieved during notice period, the management, at its discretion, may consider the request subject to employee agreeing to pay the notice period amount.
- 2.5.3 Should the management wish to relieve the employee during the notice period, employee will be paid in lieu of notice period.

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- 2.5.4 Payment of notice period from either side will be calculated only on fixed monthly Basic salary (excluding annual benefits and reimbursable benefits).
- 2.6 The payment towards the full and final settlement will be done within 35 days from the date of leaving of the concerned employee subject to the submission of clearance form.
- 2.7 In case of any recovery, company reserves the right to send legal notices, file complaint and legal case against the concerned employee.

AMENDMENTS: This policy supersedes all earlier policies made in this regard and company, at its sole discretion, may amend and modify the policy from time to time and may withdraw the policy any time without any notice.
