

# India – Menstrual Care Leave

## Scope

This policy is effective from 01 April 2026 and applies to all women employees aged between 18 and 52 years, on the payroll of Caterpillar India excluding Progress Rail and Solar Turbines.

## Purpose

Fostering an inclusive work environment and promoting physiological and psychological well-being during menstruation.

## Eligibility

This Policy is applicable to all women employees aged 18 to 52 years. The vendors are also required to provide the same benefits to all their female employees deployed at Caterpillar premises, on contract.

## Key Details

### Leave Entitlement

- One day of menstrual care leave per month (maximum 12 days annually).
- Eligible employees may avail this leave starting from their month of joining the company.
- Leave cannot be carried forward; unused leave will automatically lapse at the end of the month.
- The leave is available based on personal need and may be availed when menstrual discomfort affects the employee's ability to work.

### Salary payments

- This is a paid leave. No pay in lieu of leave days not availed or lapsed.

### Approval:

- Requests are auto approved and no medical certificate is required.

### Process:

- Submit leave requests through workday; approval will be automatic.

### For More Help

- Contact Local Business HR for any clarifications.

### Data Privacy

You are encouraged to refer to Caterpillar's [Global Data Privacy Statement](#) and any relevant additional Privacy Notices to understand how we collect, process and safeguard all personal information including details of the legal basis of processing.

**Policy Owner:** Human Resources Policy and Compliance (HRPC)

**Last Review Date:** March 31, 2026