



TCS China Policy – Leave (For Locals)

VERSION 5.0

TCS 中国 - 休假制度（本地员工） 5.0 版

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本休假制度（5.0 版本）适用于塔塔信息技术（中国）有限公司及其分公司以及北京金迅融技术有限公司，并于 2017 年 12 月 1 日生效（以下简称 TCS）。

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TCS China Leave Policy (Locals)

TCS 中国休假制度（本地员工）

Applicability 适用范围

This policy is applicable to all employees who have a full time labour contract with TCS China and includes locally hired Chinese nationals and locally hired foreigners.

This policy is not applicable to:

- Employees on long term international assignment to China.
- Business Associates, ACE Associates and Academic Interns.

本制度适用于所有 TCS 在中国雇佣的，签署全日制劳动合同的中国籍和外籍员工。

本制度不适用于：

- 塔塔其他地区外派或出差来中国的员工。
- 派遣员工、实习生等。

1. Annual Leave 年休假

Purpose 目的

The purpose of Annual Leave is to grant employees a fixed number of days off from work. This is a benefit which they earn in advance, at the beginning of the year, for the work to be performed in that year. Annual Leave may be availed for any personal reason but must be planned sufficiently in advance.

年休假是为了保障员工在工作之外能有固定的休息时间而提供的假期。作为一种福利，员工可在每年开始即可享受，年休假的申请适用于任何原因，需要提前计划和申请年假。

Provisions 规定

Annual Leave comprises of:

1. **Statutory Annual Leave**
2. **Company Benefit Annual Leave**

年休假包括：

1. 法定年休假。

2. 公司福利年休假。

1. Entitlement 享受条件

- a. The leave year for China is from January to December. 年休假以每年 1 月至 12 月为计算周期。
- b. Statutory Annual Leave and Company Benefit Annual Leave are applicable to :法定年休假和公司福利年假适用于：
 - i. Employees who have joined before 01 Jan of the current year and are getting confirmed in the current leave year (January to December). 员工于当年 1 月 1 日前入职，并在当年度内转正（1 月至 12 月）。
 - ii. Confirmed employees with more than 1 year of total experience. 拥有一年以上总工作经验的转正员工。
 - iii. New joiners with more than 1 year of total experience. 拥有一年以上的工作经验的新入职员工。
 - iv. Table 1 details the Statutory Annual Leave and Company Benefit Annual Leave entitlement for the above set of employees. 表 1 列出了针对上述员工法定年休假和公司福利年休假的详细内容。
- c. Only Company Benefit Annual Leave is applicable to: 只享受公司福利年休假情况为：
 - i. Employees who join on or after 01 Jan of the current leave year as freshers (graduated in the previous leave year). 当年 1 月 1 日及以后入职的刚毕业的大学生（即于当年度毕业的学生）。

- ii. Table 2 details the Company Benefit Annual Leave entitlement of above set of employees.表 2 列出了针对上述员工公司福利年休假的主要内容。

Table 1: Statutory Annual Leave & Company Benefit Annual Leave entitlement for employees with work experience > 1 year

表 1：拥有一年以上工作经验的员工，其法定年休假&公司福利年休假适用情况。

Individual Total Work Experience 个人总工作经验	TCS Continuous Work Experience 在TCS服务年限	Annual Credit - Statutory Annual Leave Credit 年度可享法定年休假	Annual Credit-Company Benefit Annual Leave 年度可享公司福利年休假	Total Annual Leave Credit 全年度总年休假
1 Year to <=10 Years	1 to <3 Years	5	7	12
	3 to < 5 Years	5	8	13
	5 to <10 Years	5	10	15
10 Years to < 20 Years	1 to < 3 Years	10	2	12
	3 to < 5 Years	10	3	13
	5 to <10 Years	10	5	15
	10 to < 15 Years	10	7	17
	15 Years or more	10	10	20
Total Exp>= 20 Years	1 to< 3 Years	15	0	15
	3 to < 5 Years	15	1	16
	5 to < 10 Years	15	2	17
	10 to < 15 Years	15	3	18
	15 Years or more.	15	5	20

Note: As per local regulations in China “Total Work Experience” is calculated from the time of graduation (completion of any full time bachelors or masters degree course). 备注：依据中国的法规，“总工作经验”是从员工大学毕业起开始计算（即完成全职本科学位或硕士学位课程）。

Table 2: Company Benefit Annual Leave Entitlement for employees with total work experience <1 year

表 2：拥有一年以下工作经验的员工，其公司福利年休假适用情况。

Month of Joining in the current leave year 在当年度内入职月份	Company Benefit Annual Leave Entitlement 公司福利年休假适用情况
January	11
February	10
March	9
April	8
May	7
June	6
July	5
August	4
September	3
October	2
November	1
December	0

2. Leave Credit Rules 年休假分配原则

- a. For Employees whose total work experience is more than 1 year and have joined before 01 Jan of the current year: 拥有一年以上工作经验并于当年 1 月 1 日前入职公司的员工：
 - The annual entitlement for Statutory Annual Leave (Table 1 above) is credited in two equal half yearly credits in advance on 01 Jan and 01 Jul.

- 全年度可享法定年休假(上表 1 所示)将会被平均拆分成两部分, 分别在当年 1 月 1 日及 7 月 1 日开放出来供员工申请。以年度总共可享 5 天法定年休假为例, 即 1 月 1 日起可申请其中的 2.5 天法定年休假, 7 月 1 日起可申请剩下的 2.5 天法定年休假。
 - The Company Benefit Annual Leave entitlement (Table 1 above) for a year is credited in advance on 1st January of that year. 全年度可享公司福利年休假 (上表 1 所示) 在当年 1 月 1 日起即可申请。
- b. For employees who join after 01 Jan of the current year and have more than 1 year of experience: 拥有一年以上工作经验并于当年 1 月 1 日之后入职公司的员工 :
- The Annual Leave (Company Benefit and Statutory) are credited (as per Table 1 above) on a pro-rata basis at the time of joining. However the Company Benefit Annual Leave can be availed only after confirmation (on completion of the probation period). 年休假 (福利和法定) 将会根据其入职时间按比例分配 (上表 1 所示)。其中公司福利年休假仅只能在转正后申请 (即试用期结束)。
- c. For new employees whose total work experience is less than 1 year: 总工作经验在一年以下的新入职员工 :
- The Company Benefit Annual Leave entitlement (Table 2 above) is credited at the time of joining. However employees can avail this benefit only after confirmation (on completion of the probation period). (上表 2 所示) 自其入职开始即计入可享福利年休假计算期, 但仅能在转正后申请使用 (即试用期结束)。

3. Availing the Leave 申请年休假

- a. The eligibility and date for calculation of TCS work experience for annual leave starts from the effective date of labour contract.
- 年休假自劳动合同生效日开始计算。
- b. An employee will not be able to avail the Statutory Annual Leave and Company Benefit Annual Leave of that year if:
- 员工有以下情形之一的, 不享受当年法定年休假和公司福利年休假
- iii. He or she has less than 1 year of TCS experience and he or she has availed Sick Leave for 22 working days or more in the year.
- 在 TCS 服务年限不满 1 年的员工, 当年度内请病假累计 22 个工作日及以上的。
- iv. He or she has more than 1 year and less than 10 years of TCS experience and has availed sick leave 44 working days or more in the year.

在 TCS 服务年限满 1 年不满 10 年的员工，当年度内请病假累计 44 个工作日及以上的。

- v. When he or she has more than 10 and less than 20 years of TCS experience, and has availed sick leave for 66 working days or more in the year.

在 TCS 服务年限满 10 年不满 20 年的员工，当年度内请病假累计 66 个工作日及以上的

- vi. When he or she has 20 years or more years of TCS experience, and has availed sick leave for 88 working days or more in the year.

在 TCS 服务年限满 20 年以上的员工，当年度内请病假累计 88 个工作日及以上的

***Note:** If an employee has already availed annual leave of the current year and then availed sick leave as per any of the above 4 scenarios in the same year, he / she will not be able to avail the annual leave of next year.*

***备注：**如果员工已享受当年的年休假，年度内又出现以上四种情形之一，将不享受下一年度的年休假。*

- c. Employees are encouraged to use their Statutory Annual Leave Balance. GL/Support Function Head/ Resource Management Group (RMG) should encourage / arrange for employees to avail at least 1 Statutory Annual Leave day per 30 calendar days, if employee has any unused Statutory Annual Leave balance.

公司鼓励员工享受法定年休假。大项目经理/职能部门负责人以及人力资源配置委员会应该鼓励和安排员工休法定年休假，在每 30 个日历天内至少休一天。

- d. HR will share the quarterly status on unused Statutory Annual Leave with corresponding GL/Support Function Head for allocated employees and with RMG for unallocated employees.

人力资源部将每季向相应的大项目经理/职能部门负责人（对在项目或职能部门的员工）以及人力资源配置委员会（对不在项目的员工）发送应休而未休法定年休假的人员名单及天数。

- e. Confirmed employees can avail their entire balance of Accumulated Company Benefit Annual Leave Balance and Company Benefit Annual Leave eligibility for the current calendar year at any time during the year.

通过试用期的员工可以在任何时候申请使用其所有累积的公司福利年休假及当年度内可享有的公司福利年休假。

- f. Annual leave must be applied in advance as per the leave application procedure detailed in section 9 below.

年休假必须严格按照申请流程提前申请，详细流程参见第九章。

- g. If an employee has unused Statutory Annual Leave, Company Benefit Annual Leave or Compensatory Off days remaining to be used; unused Statutory Annual Leave must be exhausted first, then Compensatory Off days must be exhausted and finally Company Benefit Annual Leave must be exhausted.

如果员工有尚未使用的法定年休假，公司福利年休假或加班调休，应当优先使用完法定年休假，然后使用加班调休，最后使用公司福利年休假。

4. Accumulation Rules - Statutory Annual Leave and Company Benefit Annual Leave. 累积规则：
法定年休假和公司福利年休假

- a. Any unused Statutory Annual Leave will lapse without encashment at the end of leave year (i.e. on 31st Dec every year).

任何未使用的法定年假在每一年度末将被清零并不予以折现(即每年12月31日前)。

- b. Unused Company Benefit Annual Leave up to a maximum of 30 days, as on 31st December, of the year will be carried forward to the next year.

未使用的公司福利年休假最多可累积至 30 天。即每年 12 月 31 日，当年未休完的公司福利年休假将被自动累积到下一年度。

- c. Any Company Benefit Annual leave balance in excess of 30 days as on 31st December of the previous calendar year, will be treated as “surplus” and encashed along with the March payroll, and will be taxable. The encashment is based on basic salary as of December of the previous year.

截止到上年度 12 月 31 日，如果员工累积公司福利年休假超过 30 天的，那么超过的部分将被视为“盈余”，而这部分“盈余”将在当年 3 月份折现，和 3 月份薪水一起发放，是税前收入。折现数额将根据上年 12 月份的基本工资来决定。

5. Special Scenarios 特殊情形

- a. Employee goes on a Short Term international Assignment 员工短期外派至国外工作

- Employee may avail annual leave as per the Home Country leave policy from the Home Country leave balance

员工依据员工自身所在国（派出国）休假制度的规定享受相应的假期

- b. Employee goes on a long term International Assignment 员工长期外派至国外工作

- Home Country leave balance is frozen and Host Country leave policy for equivalent leave type) applies to an employee.

员工所在国（派出国）的假期将被冻结，开始依照派驻国的休假制度享受相应的假期。

- When the employee returns to Home Country after the assignment, the leave balance in the Host Country (for equivalent leave type) is adjusted/settled as per the Host Country policy.

员工长期外派后回国，派驻国假期结算时数将会依照派驻国假期折算制度记性调整或者清算。

c. Employee is transferred to another country (International Transfer) 员工调任至其他国家 (国际调任)

- In the event of International Transfer, the Statutory Annual Leave and Company Benefit Annual Leave balance as of the transfer date, is encashed and paid to the employee during the settlement.

在国际调任的情形下，截止到调任生效日，员工当年度可享的法定年休假及公司福利年休假，以及累积的公司福利年休假，均会折现结算给员工。

- If the employee has already availed his/her full entitlement of Company Benefit Annual leave for the year, the amount corresponding to Company Benefit Annual Leave availed in excess is deducted from his/her settlement.

如果员工在调任前，已经享受了当年全部可享的公司福利年休假，那么截止到调任生效日，超出可享部分的天数将会结算成现金并予以扣除。

d. Employee separates from TCS 员工离职

- For an employee who has resigned or an employee whose contract will not be renewed, if the employee is not able to avail the Annual Leave due to business reasons, he or she will be eligible for payment in lieu of the final Annual Leave balance (eligible but unused days of Statutory Annual Leave and Company Benefit Annual Leave for the current calendar year).

对于符合法律规定辞职的员工或合同终止未续签的员工，公司无法安排其年休假的，将根据其最终年休假余额（本年度根据规定应当享有但还没有使用的法定年休假和公司福利年休假）进行折现支付。

- If the employee resigns or is separated from the Company before 31st December, having already availed his/her full entitlement of Company Benefit Annual and/or Statutory leave for the year, the amount corresponding to Statutory Annual Leave or Company Benefit Annual Leave availed in excess is deducted from his/her settlement.

如果员工在当年 12 月 31 日前离职，并且已经享受了本年度应当享有的全部法定年休假和公司福利年休假，那么超出享受的法定年休假和公司福利年休假将会折算成相应的现金予以扣除。

- No payment will be made for forfeited Company Benefit Annual Leave, for any employee, whose services are terminated on account of poor performance.

因触犯公司规章制度而被公司没收的年休假将不会给予折现，任何员工如因表现欠佳而被公司终止劳动合同的，将不会享受未休公司福利年休假折现。

For details on Leave application and approval workflow please refer to the Procedure Section. 假期申请及核准的详细流程请参阅第九章申请流程

2. Sick Leave 病假

Purpose 目的

The purpose of Sick Leave is to grant days off from work to employees in the event of illness or injury or for medical treatment and/or recuperation of self.

病假是为了让员工在生病，受伤，治疗及康复期间能得到休息而提供的假期。

Provisions 规定

1. Entitlement 享受条件

- a. All employees (who have full time contract with TCS China) are permitted to take a maximum of 22 working days of event based Sick Leave with full pay within a calendar year (January to December).

所有全职员工（和TCS中国签订了劳动合同的员工）在一个日历年（每年1月至12月）可因病享有每年最多22个工作日的带薪病假。

- b. Employees are permitted to extend their sick leave for a duration longer than 22 working days in case they need to continue with their medical treatment and are not in a position to resume work.

员工若需要继续治疗可获准延长其病假期限至22个工作日以上。

- c. For non-work related injury or illness the salary during Sick Leave exceeding 22 days will be at 50 % of the employee's basic salary. For any work related injury or illness the salary will vary as per local regulations of each location.

员工非因工负伤或生病，其超过22个工作日的病假工资将发放其50%的工资。员工因工负伤或生病期间的工资将依据当地法规执行。

- d. Sick Leave for two days or more is required to be supported with an official medical certificate from secondary level hospital or above. TCS China reserves the right to check with the company designated hospital to verify the illness or injury of the employee.

两天及以上的病假需要提供医院（二甲或以上）的正式病假单，公司保留与医院核实的权利。

- e. Sick Leave entitlement for a year is only valid during the applicable calendar year. Sick leave is event based and cannot be carried forward, accumulated or encashed.

病假以一个日历年为单位，不能延续至下一年度，累积或折现。

- f. In case an employee has received a Written Warning for committing a Serious Offense, ([Refer: Ultimatix -> Knowmax-> MyHR -> Asia Pacific -> China -> HR Processes -> Talent Management -> Conduct -> TCS China Policy – Disciplinary Action](#)) the employee shall not enjoy Sick Leave with full pay in the same year. The sick leave salary during Sick Leave will be 50% of the basic salary.

因触犯乙类过失得到书面警告的员工，本年度将丧失全薪带薪病假享受资格，病假期工资按合同工资的50%支付。

6. Availing the Leave 申请病假

- a. When an employee is unable to report to duty on account of a visit to the hospital for an illness or accident, he or she is required to notify the direct supervisor immediately by phone and/or email indicating the nature and expected length of absence. Employee must complete the leave application procedure in GESS on the first day after return to work.

如果由于突然生病或意外事故需立即就医治疗，员工必须立即用电话、电子邮件等有效方式通知其直接主管，说明具体情况以及可能请假的时间。员工在上班后的第一天必须在GESS系统上完成请假手续。

- b. Sick leave can be applied in advance for any future dated medical appointments.

员工如有提前预约的治疗，可以提前申请病假。

- c. During sick leave or upon return to work after sick leave, employee must upload the official diagnosis document and Sick Leave Certificate (from the secondary level hospital or above if sick leave for 2 days or more), along with the leave application in Global ESS.

员工在病假期间或返回工作岗位后，必须在GESS系统上提交医院的就诊证明和正式病假单（病假1天以内的，提供医院就诊证明即可；病假2天或2天以上的，须递交医院就诊证明和正式病假单,二甲或以上医院）

- d. In case the employee does not submit leave application in GESS or submits unauthenticated medical certificate or remains absent from work without notification, TCS China has the right to initiate disciplinary action against the employee.

如果员工未按规定在GESS办理病假手续，或提供虚假医院就诊证明及病假单，或擅自离开工作岗位，公司有权启动违纪程序，并采取相应的惩戒措施。

For details on Leave application and approval workflow please refer to the Procedure Section. 假期申请及核准的详细流程请参阅第九章申请流程

3. Marriage Leave 婚假

Purpose 目的

The purpose of Marriage Leave is to grant employees time off from work on the occasion of their wedding.

婚假是为员工结婚而提供的假期。

Provisions 规定

1. Entitlement 享受条件

- a. Employees are eligible for event based Marriage Leave with full pay as per the Local laws.
- b. This leave must be availed within one year from the marriage registration date.

员工结婚依法可以享有带薪婚假，婚假须在其结婚后一年之内申请使用

- c. TCS China will follow the local regulation of the employee's base branch city to determine the entitlement as shared in the table below.

依据签订劳动合同的归属地，员工可以享受的婚假天数依据当地法规规定而不同。

Province /地区	Entitlement/婚假天数 (calendar/日历日)
Beijing, Shanghai ,Dalian /北京，上海，大连	10
Hangzhou, Tianjin, Shenzhen /杭州，天津，深圳	3

2. Availing the Leave 婚假申请

- a. Marriage Leave must be availed within one year from the marriage registration date.

婚假必须在结婚后一年之内使用。

- For Chinese nationals, one year will be applicable from the date of issuance of the marriage certificate.

对于中国籍员工，一年是指从结婚证书签发之日开始计算。

- For locally hired foreigners, one year will be applicable from the date of the marriage ceremony.

对于在中国雇佣的外籍员工，一年是从婚礼仪式举行之日开始计算。

- b. Employees who are already married before joining TCS China will not be eligible for Marriage Leave.

对于加入公司之前已经结婚(以结婚证日期为准)的员工，公司不再给予婚假。

- c. While applying for Marriage leave an employee must attach an authenticated copy of the marriage certificate or related document for marriage as supporting documents.

员工申请婚假需一并提交结婚证书或其他相关结婚证明的复印件。

For details on Leave application and approval workflow please refer to the Procedure Section. 假期申请及核准的详细流程请参阅第九章申请流程

4. Maternity Leave 产假

Purpose 目的

The purpose of the Maternity Leave (ML) is to grant time off from work to women employees for the purpose of childbirth and care for their new-born child or to grant time off for adoption of a child as per legal regulations in China.

Provisions 规定

1. Entitlement 享受条件

- a. All women employees with full time labour contract with TCS China are eligible for Maternity Leave with pay as per legal regulations of China.

所有 TCS 中国的全职女性员工依法生育均有权享受产假。

- b. TCS China will follow the local regulation of the employee's base branch city for extending ML benefits.

公司将依照员工签订劳动合同的分公司的地方法规规定给予不同的产假。

- c. Pre-delivery medical check: The time used for an employee's pre-delivery medical check in hospital during her pregnancy shall be considered as working hours.

产前检查：女员工妊娠期间到医院进行产前检查计作工作时间。

- d. The duration of 'Maternity Leave' that women employees may avail will vary based on reason for the leave.

不同情形下产假期间的长短有所不同

i. **Pregnancy and childbirth and adoption** : 基本产假

- Employees are entitled to 98 calendar days of paid Maternity Leave - Ordinary. 员工可享 98 天（日历天）的基本产假。

ii. **In case of more babies / multiple births** 多胞胎产假

- Employees are entitled to 15 additional calendar days of paid maternity leave per baby. 生育多胞胎的，每多生育 1 个婴儿，增加产假 15 天（日历天）。

iii. **In case of difficult delivery**: 难产假

- Based on the local regulation followed in the employee's base branch city ,entitlement for paid leave varies as follows:

- 15 additional calendar days of leave if the employee's base branch city is Beijing, Shanghai, Hangzhou, Tianjin and Dalian
- 30 additional calendar days of leave if the employee's base branch city is Shenzhen. 难产的, 增加 15 天 (日历天) (北京, 上海, 杭州, 天津和大连), 30 难产假 (深圳)。

iv. Maternity leave - Additional 奖励产假

- Based on the local regulation followed in the employee's base branch city, entitlement for paid leave varies as follows:
 - 30 calendar days if the employee's base branch city is Beijing, Shanghai, Hangzhou, Tianjin.
 - 60 paid calendar days if the employee's base branch city is Dalian.
 - 80 paid calendar days if the employee's base branch city is Shenzhen.

难产的, 增加 30 天 (日历天) (北京, 上海, 杭州和天津), 80 天 (深圳) 60 天 (大连) 奖励产假。

v. In case of Miscarriage/Abortion: 流产假

- Entitlement for paid leave varies as follows:
 - In the event of miscarriage/abortion within first four months of pregnancy, employee is entitled to 15 calendar days of leave.
 - In the event of miscarriage/abortion after 4 months of pregnancy, employees is entitled to 42 days of leave.
 - 女员工怀孕未满 4 个月流产的, 享受 15 天 (日历天) 产假; 怀孕满 4 个月流产的, 享受 42 天 (日历天) 产假。

2. Availing the Leave Benefit 申请产假

- a. The employee must inform her supervisor at least one month prior to the leave commencement (for pregnancy and childbirth).

员工必须在产假开始之前的1个月之内通知主管 (适用于分娩的员工)。

- b. Employee should apply for leave along with the supporting documents (for normal pregnancy and child birth, two weeks in advance) for validation.

员工申请产假需提交相应的证明文件 (对于分娩的员工, 必须提前两周进行申请), 以供审核。

- c. In case of difficult delivery, abortion/or miscarriage, the employee must inform her supervisor by phone or e-mail, in addition to completion of the procedure listed below.

如果发生难产和流产, 女员工必须用电话或电子邮件方式通知主管, 同时完成上述程序。

For details on Leave application and approval workflow please refer to the Procedure Section. 假期申请及核准的详细流程请参阅第九章申请流程

5. Lactation Leave 哺乳假

Purpose 目的

The purpose of Lactation Leave is to grant women employees time off from work to nurse the child till he/she is one year old.

哺乳假是为了让女性员工在婴儿满一岁之前能有哺育孩子的休息时间而提供的假期。

Provisions 规定

1. Entitlement 享受条件

- a. All women employees with full time labour contract with TCS China are eligible for Lactation Leave with pay.

所有 TCS 中国的全职女性员工合法生育均有权享受哺乳假。

- b. Women employees are eligible for Lactation Leave after Maternity Leave and before the baby is 1 year old.

产假以后至婴儿一岁以前，女性员工可以申请哺乳假。

- c. Lactation Leave is 1 hour every working day till the baby is 1 year old.

哺乳假为婴儿满一岁以前，每工作日可休假一小时。

2. Availing the Leave 申请哺乳假

- a. The time off availed as Lactation leave (1 hour per day) cannot be accumulated and availed together.

哺乳假（每个工作日一小时）不能被累积一起使用。

- b. Employee should work out the leave schedule in discussion with the supervisor
员工需要和主管讨论确认哺乳假的请假安排。

- c. Employee fills the leave application form and gets supervisor's approval.
员工填写休假申请表并得到主管的正式批准。

- d. Supervisor submits the signed leave application form to HR before the leave commencement.
在假期开始前，主管向人力资源和组织发展部门递交已经签字的休假申请表。

For details on Leave application and approval workflow please refer to the Procedure Section. 假期申请及核准的详细流程请参阅第九章申请流程

6. Paternity Leave 陪产假

Purpose 目的

The purpose of Paternity Leave is to grant men employees days from work to celebrate the arrival of, care for the new born child; and support the mother during the birth of the child; or to grant time off for adoption of a child.

陪产假是为了让男性员工能庆祝家庭新生命的到来，照顾妻子和新生儿，或者照顾领养的孩子而提供的假期。

Provisions 规定

1. Entitlement 享受条件

- a. Men employees with a full time labour contract with TCS China are eligible for paid Paternity Leave for the birth of 2 children only. Province specific entitlements are applicable as shown in the table below

所有 TCS 中国的全职男性员工，在其子女依法出生时（最多两个子女），均有权享受陪产假。陪产假依据员工签订劳动合同的分公司所在地的地方法规的不同而不同，详细如下表：

Province/地区	Entitlement/天数（日历日）
Beijing, Hangzhou, Dalian, Shenzhen 北京, 杭州, 大连 深圳)	15
Shanghai/上海	10
Tianjin/天津	7

2. Availing the Leave 申请陪产假

- a. An employee must inform his supervisor at least one month prior to the leave commencement.
员工必须在休假前一个月通知主管其陪产假安排。
- b. He should provide the child delivery certificate while applying for leave in the system.
员工需要在系统提供子女出生证明作为请假证明文件。

For details on Leave application and approval workflow please refer to the Procedure Section. 假期申请及核准的详细流程请参阅第九章申请流程

7. Compassionate Leave 丧假

Purpose 目的

The purpose of Compassionate Leave is to grant the employees with a fixed number of days off from work in the unfortunate event of death of an immediate family member.

丧假是为了让员工在直系亲属去世时，能获得休息及有时间处理相关事务而提供的假期。

Note: *In the context of this policy, parents, spouse, parent-in-laws, siblings, grandparents and children, are considered as immediate family members.*

备注: 根据相关政策，直系亲属指的是父母，配偶，岳父母（公公婆婆），兄弟姐妹，（外）祖父母，孩子。

Provisions 规定

1. Entitlement 享受条件

- a. All employees who have a full time labour contract with TCS China are eligible for 3 calendar days of compassionate leave with full pay for the death of immediate family members.

所有 TCS 中国的全职员工，在直系亲属去世时，均有权享受 3 天（日历天）的丧假。

- b. Compassionate leave includes weekends and statutory holidays.

丧假包括周末及法定节假日。

- c. Compassionate leave is a statutory benefit and stipulated by the Chinese law, it is subject to change as per the local regulations.

丧假是法定的福利假期，如地方法规发生变化此假期也会相应调整。

2. Availing the Leave 申请丧假

- a. The employee must submit an authenticated copy of Hukou rescission document or related authenticated copy of a death certificate while applying for leave.

员工申请丧假必须提交户口注销证明（复印件）或相关死亡证明（复印件）

For details on Leave application and approval workflow please refer to the Procedure Section. 假期申请及核准的详细流程请参阅第九章申请流程

8. Leave Without Pay (LWP) 事假

Purpose 目的

The purpose of Leave Without Pay is to extend support to employees during personal situations / emergencies. It is also extended to Interns who have signed a labour contract with TCS China to give them time off to prepare and appear for their final semester examinations.

事假是在员工因个人原因或紧急情况不能来公司上班可申请的假期。和TCS中国签订了协议的实习生也可以申请事假用以准备和参加学期末考试。

Provisions 规定

1. Entitlement 享受条件

- a. All employees who have a full time labour contract with TCS China can avail a maximum of 22 days of LWP in one calendar year.

所有 TCS 中国的全职员工在一个日历年内最多可申请 22 天事假。

- b. Interns who have signed labour agreement with TCS China can avail LWP for a maximum of 90 calendar days only once in their tenure with TCS China.

和TCS中国签订了劳务合同的实习生在其服务期内，最多可申请90天（日历天）事假。

2. Availing the Leave 申请事假

- a. The employee may apply for LWP if he or she is absent from work due to personal reasons.

员工因个人原因不能到公司上班的，可向公司申请事假。

- b. This is an unpaid leave type. Employee will not be eligible for compensation and any paid benefits during the duration of LWP

事假为不支付薪水的假期。

- c. If an employee is unable to submit the leave application in advance due to unavoidable reasons, he /she needs to designate a representative to inform the direct supervisor by phone or other effective ways within 2 hours after start of normal business hour on the first day of leave. Employee should apply for leave on the first day after returning to work.

如因特殊原因无法在事前办理请假手续，应于当日工作时间开始后2小时内由本人或委托他人及时打电话或以其他有效的方式与直接上级联系。若获得批准，则应于事后第一个工作日内提交相关证明并补办请假手续。

- d. Leave Without Pay must be applied for a minimum of half a day (4 hours) and can be availed any number of time in a calendar year up to a maximum limit of the entitlement.

事假申请的最小单位为半天（4小时）。在一个日历年内可多次申请，直至可申请上限。

For details on Leave application and approval workflow please refer to the Procedure Section. 假期申请及核准的详细流程请参阅第九章申请流程

9. Procedure 申请程序

1. Leave Application 假期申请程序

- a. Employees may apply for all leave types through Ultimatix as follows:

Note: Application for Lactation Leave needs to be submitted to HR post taking supervisor approval. It cannot be applied in GESS

在 Ultimatix 系统内申请假期，申请路径如下：

Login to Ultimatix → Employee Services → Employee Self Service → Global ESS → Leave → Apply Leave and fill the Leave Application Form.

- b. After completing the form, employees need to submit the same for approval.

在填写完请假申请后提交以供审批。

- c. Supporting documents required for the different types of leave are as below

申请不同的假期需要提供相应的证明文件，详情如下：

Leave Type 假期类型	Supporting Documents 所需证明文件
Sick Leave 病假	Official diagnosis document and Sick Leave certificate A Medical Certificate from an authorised medical practitioner 医院的挂号单、就诊证明、医院发票和正式病假单
Compassionate leave 丧假	Death certificate (Hukou rescission document) 死亡证明（户口注销证明）
Maternity Leave 产假	A Medical certificate from an authorized medical practitioner confirming the pregnancy and expected due date of the delivery Or Certified true copy or authenticated copy of Birth Certificate duly registered with the Local Civil Registrar Or Discharge card from the hospital post delivery Or

	Birth certificate, medical certificate from a medical practitioner confirming the pregnancy and expected due date of delivery. 出生证明，产检本
Paternity Leave 陪产假	Birth certificate 出生证明
Marriage Leave 婚假	Marriage certificate 结婚证明

- d. The leave request goes for a single, 2 or 3 levels of approval to the employee's immediate Supervisor or/ and GL and HR as per the table below:

员工的请假申请需要其直接主管/大项目经理/人力资源部批准，具体审批流程如下：

Table 3: Leave Approval Workflow

表 3: 假期审批流程

Duration of Leave 申请休假 天数	Timeframe within which the leave application must be made in GESS 休假必须提前在 GESS 申请的时间	1 st Level Approval 第一级审批	2 nd Level Approval 第二级审批	3 rd Level Approval 第三级审批
<=5 days	1 week 1 周	Immediate Supervisor 直接主管	HR 人力资源部	NA
> 5 days	2 weeks 2 周	Immediate Supervisor and Group Leader (GL) Or Support Function Head 直接主管和大项目经理或职能部门负责人	GL/Support Function Head/RMG 大项目经理/职能部门负责人/人力资源配置委员会	HR 人力资源部

2. Leave Cancellation Procedure 假期取消手续

The Leave Cancellation workflow depends on when the employees raises a cancellation request and the leave approval status at the time as detailed below:

假期取消流程依据员工在系统里面何时提出取消申请的不同而有区别，具体如下表：

Leave Cancellation Date/申请取消日期	Approval Status in GESS/假期核准状态	Cancellation Approval Workflow/取消工作流
Before the Leave Start Date/假期开始之日前	Approved/核准后	Leave cancellation requires approval./取消假期申请需要被核准
	Yet to be approved/未核准	No further approvals for cancellation are required/取消假期的申请无需核准
After the Leave Start Date/假期开始之日后	Approved/核准后	<p>If the leave request was applied as future dated leave application, the leave cancellation requires approval.</p> <p>如果申请的假期日期是还没有发生的，则取消假期的申请需要核准。</p> <p>Leave cancellation is permitted till 30 days from leave end date or leave approval date, whichever is later.</p> <p>假期取消申请可以发生在假期结束后30日或者假期核准后30日，以最晚的时间段为准。</p> <p>If the leave request was applied as past dated leave application, the leave may not be cancelled.如果申请假期的日期是已经发生的，则改假期不能被取消</p>
	Yet to be approved/未核准	Leave cancellation requires approval 取消假期申请需要核准。

Note: Leave should be applied in advance post discussion and approval from the approving authority. Any leave which is rejected after it is already availed is treated as Leave Without Pay.

备注：任何已经被使用的假期最后被拒绝的情况下，都会直接记录为事假。

Revision List

修订表

Revision Ver No. 修订版本号	Policy Effective Date 政策生效日期	Document Release/Revision Date 文件发布日期/修订日期	Revision Description 修订描述	Section No. 章节号	Rationale for change 改变的原因	Add/Modify/Delete 改变的原因	Policy revision/ Document revision 政策修订/文件修订
5.0	01 Dec 2017	01 Dec 2017	Provisions wrt Marriage, Maternity and Paternity have updated in line with the statutory requirements.	Maternity /Marriage /Paternity leave	Legal Compliance	Modify	Document Revision
4.0	01 Jun 2013	28 Nov 2014	Limit for sick leave usage based on experience defined in working days.	Annual Leave	Document Correction	Modify	Document Revision
3.0	01 Feb 2009	08 Aug 2013	Policy name revised from 'TCS China Policy – Leave' to TCS China Policy – Leave (for Locals).	Title	As per standard naming conventions	Modify	Document revision
3.0	01 Feb 2009	08 Aug 2013	List of Statutory Holidays and Holidays removed.	Annual Leave	Holiday list is published separately	Delete	Document revision
3.0	01 June 2013	08 Aug 2013	Leave Without Pay of 90 days extended to Interns	Leave Without Pay	Policy Review	Add	Policy revision
3.0	01 June 2013	08 Aug 2013	Future dated Sick leave applications are permitted.	Sick Leave	Compliance to legal regulation	Modify	Policy revision
3.0	01 Jan 2013	08 Aug 2013	Long term and Short term Sick leave clubbed as one sick leave type.	Sick Leave	Better clarity	Modify	Document revision

3.0	01 Jan 2013	08 Aug 2013	Maternity leave entitlement changed to 98 days.	Maternity Leave	Policy Review	Modify	Policy revision
3.0	01 Jan 2013	08 Aug 2013	Maternity Leave for More Babies, Difficult Delivery and Abortion documented.	Maternity Leave	Documentation of existing practice	Add	Document revision
3.0	01 Jan 2013	08 Aug 2013	Paternity Leave Documented	Paternity Leave	Documentation of existing practice	Add	Document revision
3.0	01 Jan 2013	08 Aug 2013	'Private Affair Leave' renamed to 'Leave Without Pay'.	Leave Without Pay	Better clarity	Modify	Document revision
3.0	01 Feb 2009	08 Aug 2013	Introduction of a procedure section and other document level changes	Throughout the document	Improve documentation to provide better clarity	Modify	Document revision
2.0	01 Sep 2009	01 Feb 2012	Applicability to TITL removed	Applicability	TITL has been merged with TCS China	Delete	Document Revision
2.0	01 Sep 2009	01 Feb 2012	Document level changes for more clarity and update in TCS format standard	Throughout the document	Better clarity and standardization	Modify	Document Revision
1.0	01 Feb 2009	NA	First release of policy	NA	NA	NA	NA