

# TIME-OFF POLICY

(VERSION 5.0)

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## Content

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➤	Version History .....	3
1.	Objective .....	4
2.	Scope and Coverage .....	4
3.	Eligibility .....	4
4.	Leave Summary .....	4-5
5.	Applying for Leaves .....	6
6.	Leave Computation .....	6
7.	General Guidelines .....	6-7
8.	Non-Compliance .....	7
9.	Annexure I .....	8-9

## Version History

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Version No.	Author	Reviewer	Approver	Release Date
V 1.0	Smorojit (People Function)	Smorojit (People Function)	Smorojit (People Function)	08/03/2021
V 2.0	Smorojit (People Function)	Smorojit (People Function)	Smorojit (People Function)	08/03/2022
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V 4.0	Payel Das (People Function)	Smorojit (People Function)	Smorojit (People Function)	13/10/2022
V 5.0	Vrinda Pareek (People Function)	Mohammed Musaddiq (People Function)	Mohammed Shees (People Function)	07/04/2025

## 1. Objective

The objective of “Astar Data LLP” (Sigmoid) Time-off (Leave) Policy document is to serve as a comprehensive guide for employees to understand and manage their leaves effectively. It aims to provide clarity on the company’s leave policy and procedures, explain the types and amounts of leave available to employees, and outline the process for applying for leave and obtaining approval. The policy encourages planning ahead by providing sufficient time for leave requests and defines disciplinary actions for non-compliance with the policy. Additionally, it supports employee well-being by ensuring time off for personal, health, or family needs while maintaining productivity.

## 2. Scope and Coverage

The Time-off policy (the “**Policy**”) is applicable to all the full-time employees on Sigmoid’s payroll in India herein referred to as “**employees**”.

## 3. Eligibility

All permanent India employees will be covered under this policy, in accordance with applicable laws.

(For the purpose of this policy, “employees” stands for all full-time regular employees working in India location).

## 4. Leave Summary

SL. No	Type of Leave	Days/Weeks	Paid/Unpaid	Carry Forward / Lapse
1	Earned Leave	12 days	Paid	Carry Forward to a max of 24 days
2	Casual Leave	6 days	Paid	Lapse
3	Sick Leave	7 days	Paid	Lapse
4	Maternity Leave	182 days/26 weeks	Paid	Lapse
5	Adoption Leave	84 days/12 weeks (Female Employees; 5 days (Male Employees)	Paid	Lapse
6	Miscarriage/Surrogacy Leave	84 days/12 weeks	Paid	Lapse
7	Paternity Leave	5 days	Paid	Lapse
8	Marriage Leave	5 days	Paid	Lapse
9	Bereavement Leave	5 days	Paid	Lapse

1. **Earned Leave:** 12 days in a calendar year given on an accrual basis. All unused days can be carried forward up to 24 days to the next Calendar Year. Please note that balance of earned leave beyond 24 days will lapse. Earned Leave needs to be planned at least 3 weeks in advance and prior approval must be sought from the reporting manager.

Furthermore, earned leave is the only leave category that can be encashed. Employees are eligible for Earned Leave encashment only if they have sufficient leave balance, any LOP and unapplied leaves, or attendance will be adjusted with the Earned leave balance before encashment. Employees will be eligible for Earned Leave encashment during the final settlement post the exit formalities and due clearance. Encashment is calculated on Basic salary.

2. **Casual Leave:** Casual leave is accrued on half yearly basis. In a year, there will be 6 casual leaves allotted. All casual leaves will lapse at the year end. Casual leaves for joiners in the mid of calendar year will be allotted on pro rata basis. Casual Leave needs to be planned at least 3 weeks in advance and prior approval must be sought from the reporting manager.
3. **Sick leave:** Employee will be eligible for 7 days of Sick leave in a calendar year. All leaves will be pro-rata basis from the date of joining and the leave will be credited in the beginning of the month. Employees need to provide a medical certificate if the Sick Leave is extended more than 3 days.
4. **Maternity Leave:** As per the maternity act compliance, women will be entitled to avail leave for 26 weeks. The pregnant employee can bifurcate the leave as post and pre-delivery. 8 weeks of leave can be opted for before the delivery and the remaining can be opted for post- childbirth. For women expecting the third child, the maternity leave allotted is 12 weeks. Weekly offs and holidays within this Maternity Leave period would be counted as leave days. In case of special circumstances linked to pregnancy, the maternity act will be used as a guideline, and such situations will be assessed on a case-by-case basis.
5. **Adoption Leave:** All female employees who legally adopt a child of below the age of three months, are eligible to avail 12 weeks of paid leave starting from the date of adoption. All male employees who legally adopt a child of below the age of three months, are eligible to avail 5 continuous working days of paid leave starting from the date of adoption.
6. **Miscarriage/Surrogacy Leave:** In circumstances of a miscarriage or surrogacy, 12 weeks of paid leave is available immediately from the date of the miscarriage. In both cases, a Medical Certificate from a Registered Practitioner is necessary to be submitted.
7. **Paternity Leave:** All male employees would be eligible for paternity leave of 5 continuous working days (paid time off). This leave is applicable for up to two instances of childbirth during the employee's entire tenure with Sigmoid. It can be availed either 10 calendar days before the expected date of delivery or within 90 calendar days from the date of birth of the child, beyond this period the paternity leave cannot be carried forwarded or encashed.
8. **Marriage Leave:** All employees are eligible to avail themselves of marriage leave for up to 5 continuous working days in the event of their own marriage. Intimation of Marriage Leave needs to be given to the manager a minimum of 1 month in advance.
9. **Bereavement Leave:** Bereavement leave, or compassionate leave is a paid time-off that employees can use following the death of an immediate family member (Eligibility: Parent, Spouse, Children, Sibling). All employees are eligible for 5 working days of leaves in events of death of an immediate family member.

## 5. Applying for Leaves

- All leaves need to be discussed and obtained with prior approval from the reporting manager.
- All leave must be applied on Darwinbox HRMS tool (Refer Annexure I for the steps) and subsequently approved by their reporting managers.

- Leave taken without the Manager's approval is treated as an absence from work. The number of days of leave without prior intimation would be deducted from accrued Earned Leave balance (on a calendar day basis).
- The employee's manager would be required to inform HR about the unapproved leaves taken by the employees as those days will be considered as 'loss of pay' in the event of insufficient leave balance for that employee in that month's payroll.
- It is also a manager's responsibility to approve the leaves on Darwinbox and encourage the employees to apply for leaves.

## 6. Leave Computation

- For calculating leave accounts, 'year' shall mean calendar year commencing from 1st January to 31st December.
- Only working days will be counted for calculations of leave. Paid holidays and weekends occurring at the beginning, end or during a spell of leave will not be included as part of leave. Leaves prefixed and/or suffixed with weekly off holidays, intervening weekly off days/holidays, if any, shall not be treated as part of the leave.
- No employees shall avail of leaves more than his /her eligibility. However, in extreme circumstances, the reporting manager in consultation with HR, at his/her absolute discretion may sanction advance leave with/without pay, which will be adjusted against his/her leave entitlement to be credited to his/her account.
- Any negative leave balance at the end of the year will be adjusted against the gross salary.

## 7. General Guidelines

1. Sigmoid shall follow the calendar year for leave administration i.e., January to December.
2. When Sigmoid members are based on site, they will be governed by the onsite country's public holiday schedule and not as per India public holiday.
3. All planned leaves must be applied 3 weeks in advance and approved by your manager on the HRMS tool Darwinbox.
4. No leave would be granted if the employee is serving a notice period, except in case of an emergency or ill health. In such a case, employee will not be eligible to take casual/earned leave, they can only apply for maximum 2 days of sick leaves. Employees need to provide a medical certificate if the leave is extended more than 2 days.
5. All grievances related to the leave policy will be directed to HRBPs.
6. During peak work periods (e.g., project deadlines, fiscal year-end, holiday seasons), leave requests may be restricted. Employees are encouraged to consult with their managers regarding the best time to take leave during these periods.
7. Earned leave and Casual leave cannot be clubbed together i.e. an employee who commences an Earned Leave cannot immediately apply for Casual Leave to extend the vacation, or vice-versa.
8. Maternity Leave cannot be availed for more than 8 weeks before the date of expected delivery. The employee shall give notice to the company at least 8 weeks in advance of the confinement.
9. Maternity Leave cannot be encashed or carried forward beyond the defined period. However, unused Earned Leave and Sick Leave may be clubbed with Maternity Leave, subject to approval from the direct manager in conjunction with the L2 manager.

10. National Festivals and Holidays: The company will announce a list of eleven (11) holidays in a year, out of which, 7 holidays are mandatory, and 4 holidays are optional in nature. This list shall be circulated in December of the calendar year for the following year. HR Team will prepare the list of holidays after taking into consideration Government of India's mandated holidays, State Government holidays and other social or religious consideration (national & festival holidays).
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## 8. Non-Compliance

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1. Employees who fail to provide the required advance notice for planned leave, their request may be declined.
  2. Employees who take leave without prior intimation may lead to disciplinary action, as outlined in the company's Employee Handbook.
  3. Any unapproved or rejected leave by the direct manager will result in a loss of pay, hence it is advised to discuss with the manager before applying and availing leave.
  4. Non-adherence to attendance and leave policy and compliance such as repeated last-minute leave requests or patterns of frequent leave without prior intimation, may lead to corrective actions.
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## 9. Annexure I

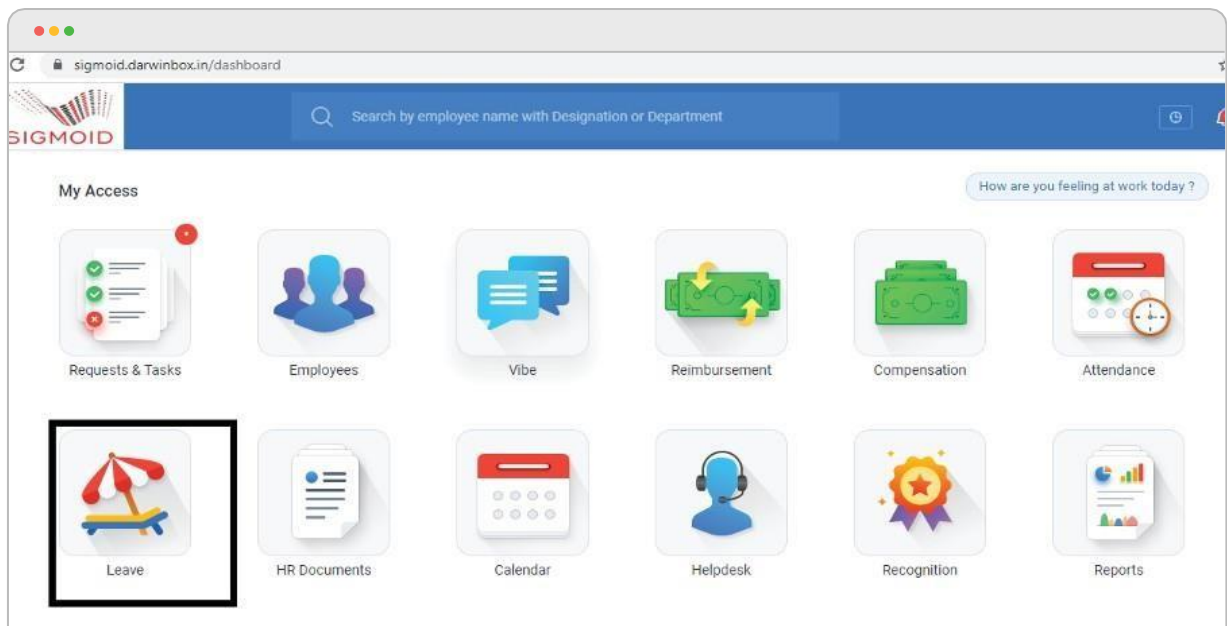
### How to apply for leaves on Darwinbox

#### Step 1:

Login to your Darwin Box Account using the following url: <https://sigmoid.darwinbox.in>

#### Step 2:

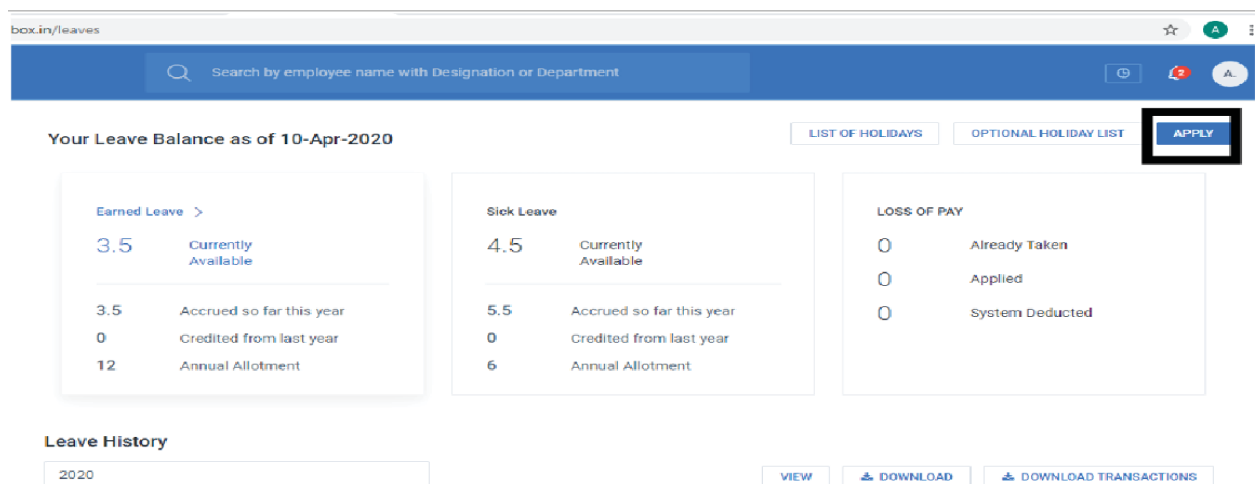
You will be redirected to your home page:



Click on the Leave Button on the Home Page.

#### Step 3:

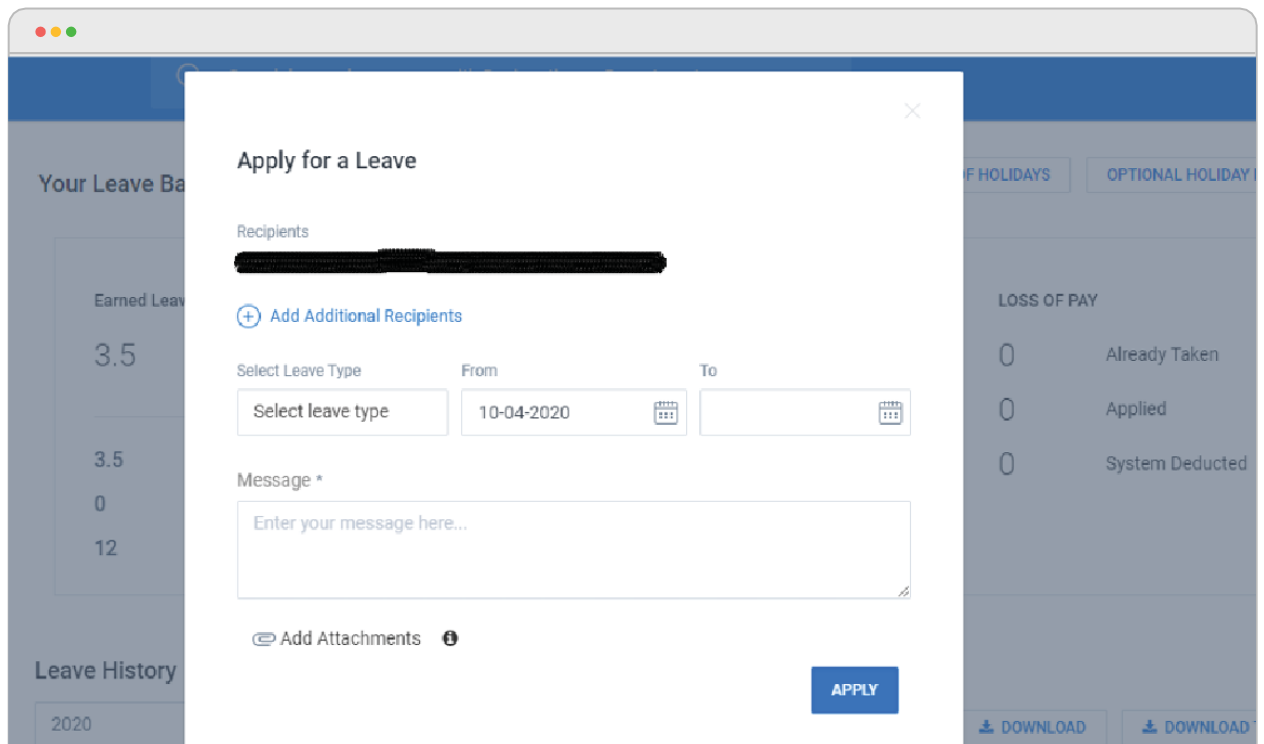
You will find a page displaying the different types of leaves and maximum no. of leaves allowed against each category: On the top right corner of the page, click on the 'Apply' button.





**Step 4:**

The following page would appear on your screen:



Select the type of leave you want to apply from the drop-down menu.

Select the 'From Date' and 'To Date.' You are required to give a valid reason to apply for the leave as well as attach the supporting documents (if needed). Applying for a sick leave of more than 3 days, scanned copy of the prescription is mandatory.

Click on the [Apply](#) button. Your leave request will be directly sent to your manager for approval.