

Moback Technologies India Private Limited

Leave, Working Hours and Holiday Policy

Updated 30/12/2021

I. INTRODUCTION

This policy handbook is intended to act as a guide and a reference for new and existing employees alike, and encompasses the areas of leave, holidays and working hours.

This document supersedes earlier versions of the same document in full or in parts and the outlined policy is effective from 1st January 2022.

This policy document is the property of the Company, and it is intended for your personal use and reference as an employee of the Company. Circulation of this handbook outside of the Company is prohibited.

II. HOURS OF WORK, OVERTIME, AND PAY DAYS

A. Hours of Work

Company work hours are 10:30 a.m. to 7:30 p.m. Monday through Friday, with one hour for lunch. Temporary/Contractor employees receive two ten--minute paid break periods for each full workday, one at mid--morning and one at mid--afternoon.

Certain employees are part of teams that provide 24x7 support to our clients and they may have to work in shifts depending on the coverage schedule. Shift working is also necessary in cases where an employees' presence is mandated during our client's business hours.

Employees who stretch their workday due to business needs can start late the next day if there is no impact to work. For example, an employee in general shift works till 9:30 PM IST. He/she can start their work the next day at 12:30 PM IST.

B. Pay Days

Employees are paid monthly on the 5th of each month as per the company policy. If a pay day falls on a holiday or weekend day, bank account credits will be made on the preceding workday.

III. PRIVILEGE LEAVE(PL)

The Company has established a vacation plan to provide eligible employees with a period of rest and relaxation without loss of pay or benefits.

A. Eligibility

All employees on the rolls of Moback India are entitled to Privilege Leave (PL). PL has the following provisions:

- PL entitlement is Fifteen (15) days in a calendar year earned at the rate of 1.25 days for each full month worked.
- PL can be taken in conjunction with Sick Leave (SL).
- Company Holidays / weekly offs falling as prefix &/or suffix and in between the leave period will not be counted as leave.
- PLs should be applied in advance using the leave request tool. Adhoc PLs will not be approved.
- Employees applying leave should follow below approval matrix:
 - Leave period ≤ 10 working days to be approved by your Reporting Manager.
 - Any leave beyond 10 working days will be approved by the Head of the Company only in case of medical exigencies / emergency / life events like marriage etc.

B. Accrual

PLs can be accumulated up to a maximum of 20 days. PLs accrued over and above 20 days will automatically lapse. This is done to encourage proper work/life balance for the employees and have them take necessary breaks from work.

C. Administration

1. Vacation Advances

You may not take vacation before you have earned it, except with the prior approval of the Personnel Manager. If you take any unearned vacation time and then leave the Company, the amount of any vacation time taken that has not been earned at the time of the termination of your employment must be paid to the Company within five (5) days of your termination date.

2. No Pay In Lieu of Vacation

You may not receive pay in lieu of vacation except on termination of your employment.

3. Approval

All vacations must be approved in advance by your manager.

4. Vacation encashment on termination

On termination of your employment, you will be paid for all accrued but unused vacation.

5. Holidays

A holiday that falls during a vacation period will be treated as a holiday and not as a day of vacation taken.

6. Vacation accrual during Leave of Absence

If you take a leave of absence, you will not earn vacation during the absence. Vacation accruals will re-commence when you return to work.

IV. SICK LEAVE

To help prevent loss of earnings that may be caused by accident or illness, the Company has established paid sick leave/personal time.

A. Eligibility

All regular full-time employees are eligible for **SIX DAYS** leave per calendar year. Temporary employees are ineligible to earn or receive sick leave benefits.

For new employees joining Moback in the first half of the year, sick leave entitlement is 6 days.

For new employees joining Moback in the second half of the year, sick leave entitlement is 3 days.

B. Use

1. You may take sick leave for personal illness or disability **ONLY**. Absence due to illness of loved ones will fall under Emergency leave or vacation.
2. Hours you are absent for self's medical and dental appointments will be treated as sick leave.
3. Once sick leaves are exhausted and the illness/disability needs a longer time to cure, then the paid vacation time will be consumed to ensure that Employee's salary continues. Once paid vacation time is exhausted, sick leaves will be treated as LOP (loss of pay).
4. The Company retains the right to request verification from a licensed medical practitioner for any absence due to illness or disability and may withhold your sick pay you do not provide satisfactory verification for your illness or disability. All sick leave requests more than 2 consecutive days will require advice from a licensed medical practitioner along with diagnostic and other reports to be submitted for leave approval.
5. Accrued sick leaves do not carry over to the following calendar year.
6. In the event the employee meets with an accident or is severely ill and all his/her leaves (privilege/sick/emergency) are exhausted, an exception process will kick in and such long absences from work due to sickness will be approved at the discretion of the Manager and Organization.

C. Pay in Lieu of Sick Leave

Employees will not receive pay for unused sick leave upon termination of employment.

V. EMERGENCY LEAVE

To help prevent loss of earnings that may be caused by unplanned exigencies, the Company has established paid emergency time.

A. Eligibility

All regular full-time employees are eligible for four days' leave per calendar year. Temporary employees are ineligible to earn or receive sick leave benefits.

For new employees joining Moback in the first half of the year, emergency leave entitlement is 4 days.

For new employees joining Moback in the second half of the year, emergency leave entitlement is 2 days.

B. Use

- a. You may take emergency only in case of exigencies. Few examples are bereavement of friends/family, hospitalization of friends/family. This list is not exhaustive. This is the kind of leave which can be availed when an unanticipated event occurs.
- b. Accrued Emergency Time does not carry over into the following calendar year.

C. Pay in Lieu of Emergency Leave

Employees will not receive pay for unused emergency leave upon termination of employment.

VI. MATERNITY LEAVE

All female employees who have been in the organization for not less than six months preceding the date of her delivery in continuous employment shall be entitled to avail 26 weeks of Maternity leave during pregnancy for the period of

- Eight (8) weeks immediately preceding the day of delivery; ; and
- Eighteen (18) weeks following the day of delivery or as advised by doctor
- ML can be used for a maximum of two (2) occasions during an employee's tenure with the company. In case a female employee has two or more children, the benefit will continue to be 12 weeks as per the Maternity Act and she will be entitled to take it only 6 weeks before the date of delivery.
- All intervening holidays and weekends falling during this period of ML are counted.
- Employees suffering from illness arising out of pregnancy, delivery, premature birth, stillbirth, or miscarriage are entitled to additional leave. ML can be extended by additional 30 days by adjusting the available PL balance and the remaining days will be considered as loss of pay (LOP).
- Employees undergoing medical termination of pregnancy (MTP) under medical advice or miscarriage are entitled to 45 days of ML. A duly registered attending medical practitioner should certify this, and a doctor's certificate should be produced to this effect.
- 12 weeks of maternity leave can also be availed in below cases:
 - A female employee who legally adopts a child below three months of age;
 - A commissioning mother. A commissioning mother is defined as a biological mother who uses her egg to create an embryo implanted in another woman. The leave period of 12 weeks will be calculated from the date the child is handed over to the adoptive parents for the commissioning mother.
- Work from home option can also be availed, wherein female employee can work from home, provided the nature of work assigned to her. This option can be availed of, after a period of maternity leave for a duration that is mutually agreed upon by the employee and the employer.
- ML is not cashable in any manner, under any circumstance. It cannot be accumulated or used in installments.
- Before proceeding for ML employee must fulfill statutory requirement by

submitting maternity leave application at least 15 days in advance to RM and PM/Manager.

VII. PATERNITY LEAVE (PL)

All Male employees are entitled for Five (5) days of Paternity Leave on new arrival in the family.

The provisions of PL are as follows –

- PL can be used for a maximum of two (2) occasions during an employee's tenure with the Company.
- PL of 5 days should be used continuously.
- All intervening holidays and weekends during this period of PL are not counted as leave.
- PL cannot be combined with other forms of leave.
- Employee should inform the concerned RM in advance about his leave plan
- PL would lapse if it is not utilized within 1 month after the baby is born or adopted.
- This leave is subject to business exigencies
- PL is not cashable in any manner, under any circumstance. It cannot be accumulated.

VIII. HOLIDAYS

A. Company Holidays

Full-time employees receive the following paid holidays (11) each year **New Year's Day, Republic Day, May Day, Independence Day, Gandhi Jayanthi, Kannada Rajyotsava, Ganesh Chaturthi, Dussehra/Vijaya Dashami, Ramzan, Deepavali, Christmas**, for each recognized holiday. One day floating holiday is applicable only for one of the following festivals: **Maha Shivarathri, Holi, Good Friday, Vishu, Varalakshmi, Bakrid**. Eligible employees will receive a day off with pay. If any of these holidays fall on a weekend, alternate holidays will be substituted. The number of paid holidays will always be limited to 11 and number of paid floating holidays will always be limited to 1. The holiday list for each year will be communicated in the month of December of the preceding year.

B. Pay in Lieu of Time Off

The Company may, in its discretion, require you to work on scheduled holidays and provide pay in lieu of time off.

C. Eligibility

Part-time and temporary employees are ineligible for holiday benefits. You are not eligible for holiday benefits that accrue while you are on a leave of absence.

IX. Leave of absence (LOA)

There will be situations in one's life when a prolonged absence from work is necessitated. This includes prolonged illness, higher education, family situations etc.

When an employee is faced with some such situation, they may approach their Manager for LOA or Leave without Pay (LOP). Based on concerned employees' skills, marketability, tenure @ Moback and genuineness / criticality of the situation, a decision will be made by the Owner of the organization, on LOA/LOP approvals.