



LEAVE POLICY

Leave Policy

1. Purpose

Codeable strongly believes that its employees are an asset for the Organization's overall success. Only a healthy employee is a productive employee. Therefore we advocate that a healthy work-life balance is an absolute essential for the overall well-being of our people.

2. Guidelines

This policy aims to define the process and procedure for regulation and maintenance of leaves for all Codeable employees.

3. Leaves Framework

This section lays out the basic framework for all types of leaves being offered at Codeable. The leaves are calculated on working days and excludes gazetted holidays.

3.1. Annual Leaves

Annual leave can be availed to cater for personal reasons.

- **3.1.1. Entitlement:** Annual leave shall accrue on the basis of the fiscal year i.e. July to June, and years of service with Codeable.

Service Period	Management Annual Leaves	Non-Management Annual Leaves
Up to 4 years	15	10
More than 4 years	20	15

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3.1.2. Eligibility

- An employee will be eligible for annual leave upon his/her joining.
- Annual leaves will be calculated on a prorated basis from the date of joining.
- An employee can request a maximum of 2 weeks leave at a time. In case an employee requests for more than 2 weeks of annual leaves, special approval from management is required.
- An employee cannot combine Annual Leaves with Sick/Casual Leaves.

3.1.3. Approval

- The line manager shall request all team members to share with him/her their tentative plans for availing annual leave for the given year.
- Request to avail annual leave shall be initiated at least a month in advance.
- All leaves shall be approved by the Competency Lead/Line Manager.
- Where an employee is working on project teams, it is important that an individual takes prior approval from Project Manager and/or Architect before logging them in system for formal approval by his or her Competency Lead/Line Manager.
- Failure to inform in time can result in cancellation of these leaves.
- All new joiners need to inform their relevant HR contact person about their planned leaves at the time of their onboarding.

3.1.4. Leaves Roll Over

Employee will be able to accumulate leaves (up to a limit) without an expiration date as per below:

Tenure in Codeable	Leaves Accumulation Limit	Rate of Accumulation
4+ Years	30 Days	1.67 days / month
Less than 4 years	25 Days	1.25 days / month

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- If the leave balance of an employee is over the above limits on 30th June, it will come down to the max limit.
- If the balance of an employee is below the max limit, there will be no change to the balance.
- At any given time an employee can accumulate a maximum of 25 to 30 annual leaves based on the eligibility criteria they fall in.

3.2. Casual & Sick Leaves

- Employees are entitled to a total of 12 leaves (7 casual and 7 sick) provided the sick and casual leaves are offered to them at the time of their joining.
- Casual and Sick Leaves will be calculated on a prorated basis from the date of joining.
- Employees are allowed to take 2 leaves (1 Sick, 1 Casual) per month from the total quota of sick and casual leaves.
- In case of prolonged illness e.g. Covid etc, sick leaves more than 1 per month can be considered upon HR's approval and on a case to case basis. It is mandatory to submit the Medical Document to HR for approval.

3.3. Casual Leaves

Casual leaves are to be availed in case of being temporarily unavailable due to personal reasons, emergencies or exceptional circumstances provided the casual leaves are offered at the time of joining.

3.3.1. Entitlement: Casual Leaves shall accrue on the basis of the Fiscal Year, i.e. July to June.

Employees	No. of Casual Leaves
Management employees	5
Non-Management employees	5

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3.3.2. Eligibility

- An employee will be eligible to avail casual leaves from his/her date of joining.

3.3.3. Approval

- Requests for casual leaves must be submitted at least 2 days in advance or immediately the next day. The Line Manager will approve casual leaves for his/her team.
- One casual leave can be availed in one month. Two half day casual leaves will construe as one leave.
- In cases where an employee has exhausted all of his/her casual leave balance or he/she needs to avail leaves which may exceed the current leave balance of casual leaves, only then can casual leaves be combined with annual leave. Prior approval shall be sought from HR.

3.3.4. Leaves roll-over

- Casual leaves will lapse at the end of each Fiscal Year i.e. by 30th June.

3.4. Sick Leaves

Sick Leaves can be availed in case of being temporarily unable to perform work duties due to health issues provided the sick leaves are offered at the time of joining.

3.4.1. Entitlement

Sick Leaves shall accrue on the basis of the Fiscal year, i.e. July to June.

Employees	Sick Leaves
Management employees	7
Non-Management employees	7

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3.4.2. Eligibility

- Employees are eligible to avail sick leaves from their date of joining.

3.4.3. Approval

- Request to avail sick leave is to be submitted at the earliest; on the day of the leave or a day after. However, the manager should be intimidated by text or email on the day of leave.
- Availing more than 1 sick leave is allowed under exceptional circumstances only. An employee shall submit a medical certificate immediately upon re-joining. The medical certificate shall be endorsed by the Line Manager who will then share it with HR for further approval and record purposes.
- A half day sick leave can be availed in case of temporary unavailability. 2 half day leaves will construe as one.
- Sick leaves can only be combined with annual leaves in case of prolonged sickness where the employee has exhausted the entire sick leave balance.
- In case of combining sick leaves with annual leaves, employees are required to submit medical certificates, prescription, discharge summary (in case of hospitalization) for approval. In case of non-approval the leaves will be considered as leave without pay.

3.4.4. Leaves roll-over

- Sick Leaves will lapse at the end of each Fiscal Year i.e. by 30th June.

3.5. Maternity Leaves

All female employees can avail maternity leave twice in their employment at the time of child-birth.

• 3.5.1. Entitlement

- Female employees are entitled to a total of 12 weeks of maternity leave. They can avail this at the time of child birth. The start and end date of the leaves will be as per employee's own preference.

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- **3.5.2. Eligibility**

- An employee has to be with the company for minimum three months to avail maternity leaves.

- **3.5.3. Approval**

- The Line Manager shall approve the maternity leaves of an individual. However, an employee must inform the concerned Line Manager about the leaves at least 2 months in advance so that the necessary arrangements can be made to avoid lags in work.

3.6. Paternity Leave

To cater parental support needed at the time of Child Birth, all male employees can avail paternity leaves twice during their employment provided the paternity leaves are offered to them at the time of their joining.

- **3.6.1. Entitlement**

- Eligible male employees are entitled to 5 working days of paternity leave. These can be availed within two weeks of childbirth (pre and post). The start and end date will be as per employee's own preference.

- **3.6.2. Eligibility**

- An employee has to have successfully completed three months of service to be eligible for paternity leave.

- **3.6.3. Approval**

- The Line Manager shall approve the paternity of his/her team member.
- An employee must inform the Line Manager at least a month in advance so that necessary arrangements could be made to avoid any lags in work.

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3.8. Compassionate Leave

In an event of loss of an immediate family member (parent, child or sibling) of an employee or of spouse, an employee may take compassionate leave.

- **3.8.1. Entitlement**

- An employee can avail up to 2 days of compassionate leaves together.

- **3.8.2. Approval**

- Request for compassionate leaves needs to be sent to the line manager on the day the leave has to be availed.

3.9. Leave Without Pay

Leave without pay can be availed under extreme situations such as family or health emergencies when an individual has exhausted all of his/her other leave balances.

- **3.9.1. Approval – Management Employees**

- Up to 15 days of leave without pay is subject to special approval of Functional Head and Director HR.
- For more than 15 days of leave without pay, approval shall be sought from VP HR and CEO, upon strong recommendation from the Functional Head.

- **3.9.2. Approval – Non-Management Employees**

- Leave without pay for non-management employees for any duration shall be jointly approved by Functional Head and VP HR.

4. Policy Administration

This policy shall supersede all previous written or verbal leave policy. It shall become effective from 27 May, 2025.

5. Policy Attachment

Annexure A: Leave Request Form

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