



# Leave Policy



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Policy Name		Leave Policy	
Version No.	18.0		
Contact Person	Compensation and Benefits Head		
Last Review Date	06 January, 2024		

<b>Date:</b> 06 January, 2024	Prepared By	<b>India HR Team</b> (Anumeha Asthana)	
<b>Date:</b> 06 January, 2024	Reviewed By	<b>India HR Team</b> (Gunjan Rai)	<b>India Legal Team</b> (Bharat Mehta and Archana Gupta)
<b>Date:</b> 06 January, 2024	Approved By	<b>India HR Head</b> (Aarti Srivastava)	

## A. Distribution List

Issued to all employees of Capgemini (including its subsidiaries and affiliates) in India (collectively referred to as "Capgemini" solely for the purposes of this document).

## B. Version History

Version	Date	Description
1.0	1 January, 2016	Initial Release post integration
2.0	1 December, 2016	Consolidated policy in India.
3.0	27 June, 2017	Adoption leave eligibility updated as per statute PL & Adoption leave bucket to apply in system changed from 180 to 3 months LWP – excluded public holiday
4.0	20 February, 2019	Privilege leaves details added for employees availing flexi work options as defined under the Policy on Flexi Work Options
5.0	27 March, 2019	Inclusion of leave for tubectomy and leave for illness arising out of pregnancy, delivery, premature childbirth, miscarriage, or medical termination of pregnancy or tubectomy operation.
6.0	27 September, 2019	Sabbatical Leave Program added
7.0	28 November, 2019	Half day Leave added Annexure added with FAQ on leave
8.0	14 December, 2020	Optional Holidays category and FAQ added, Compensatory Off applicability if employee working from home on a public holiday/weekly off
9.0	8 March, 2021	Extension of Maternity Leave from 90 to 184 days for women with 2 or more surviving children Option for women employees to opt out of Nightshift for a max of 6 weeks before delivery. Maternity leave shall be granted from day one of DOJ

10.0	10 March, 2021	Attendance rostering changed from Empulse to Attendance tool (Timecard / Shift Allowance tool)
11.0	25 October, 2021	New leave pro-ration table for part time employees Changes to application of Advance leave Changes to Sabbatical Leave program Addition of Transfer /Relocation leave segment. Standardized office hours' table Added FAQ on auto deduction of PL
12.0	16 December, 2021	Updated Optional Holiday Selection Process
13.0	12 January, 2022	Updated Optional Holiday FAQ Addition for Legacy Altran leave policy as Annexure
14.0	23 February, 2022	Updated Leave Without Pay for Casual Leave Accrual for Legacy Altran Interns Updated Leave Policy FAQ
15.0	19 July, 2022	Updated Document requirement for COVID leave
16.0	22 November, 2022	Enhancement of Adoption Leave and Paternity Leave Added Surrogacy and Gender Affirmation Surgery Leave Alignment of legacy Altran/GE Leave to Capgemini Policy
17.0	16 October, 2023	Update Auto approval of Privilege Leave Creation of policy for BSV due to separate tool for application of leave
18.0	19 January, 2024	Policy updates due to separate tool for application of leave.

### c. Policy Effective Date

The latest revised policy is effective from 1 January 2024.

## D. Policy Review Date

The latest revised policy has been reviewed on 6 January 2024.

## E. Objective

The objective of this document is to provide guidelines on the Leave Policy and outline the associated processes.

## F. Scope

The policy will be applicable to all employees of Capgemini from January 1, 2016.

## G. Policy details and Guidelines

### Definitions:

**'Year'** - For the purpose of this policy, it shall mean the calendar year (i.e., January to December).

**'Work Schedule'** - For the purpose of this policy, work schedule is office work hours defined for each employee.

**'Unscheduled Day'** - For the purpose of this policy, it shall mean holidays and weekly off days.

**'Schedule Day'** - For the purpose of this policy, it shall mean all workdays.

Leave category and number of days available under each category:

Sr. No.	Leave Category	Type of Leave	No. of days*
1	<b>Personal Time Off</b>	Privilege Leave	22 working days (44 Half working days) credited on pro-rata basis as per date of joining.
2		Half Day leave	
3	<b>Family Care Leave</b>	Maternity Leave	184 Calendar days
4		Miscarriage Leave	45 continuous calendar days
5		Tubectomy Leave	14 continuous calendar days
6		Leave for illness arising out of pregnancy, delivery, premature childbirth, miscarriage, or medical termination of pregnancy or tubectomy operation	1 month
7		Paternity Leave	15 working days.

8		Leave for Adoption	A woman who legally adopts a child below the age of three (3) years or a commissioning mother shall be entitled to maternity benefit for a period of one eighty-four (184) Calendar days and if the child adopted is above three (3) year of age mother will be entitled to thirty (30) calendar days of leave from the date the child is s handed over to the adopting mother or the commissioning mother, as the case may be. Male employees who adopt a child - 15 working days.
9		Surrogacy Leave	184 continuous calendar days
10		Bereavement Leave	5 continuous working days
11	<b>Unpaid Leave</b>	Leave without pay	Case to case basis
12		Sabbatical Leave Program	6 months to 2 years of Leave without Pay
13	<b>Public Holiday</b>	Optional and Holiday	8 defined Holidays and 2 Optional Holidays
14		Compensatory Off	Case to case basis
15	<b>Other Leave</b>	Transfer Leaves	Basis dependents
16		Gender Affirmation Surgery Leave	30 continuous calendar days
17		Special Leave	On case-to-case basis given for any unavoidable medical exigency or other reasons

\* This is subject to change depending on a change in law.

## H. Application of leave

All employees to apply leave on Replicon tool. Any employee whilst on leave is prohibited to take up any alternative employment.

### A. Personal Time Off

#### A.1. Privilege Leave (PL)

##### A.1.1 Eligibility

Leave is calculated from the date of joining on a pro-rata basis.



### A.1.2 Accrual process

Every month, 2 privilege leave get accrued in the employee's leave balance except for the months of June and December, where only 1 leave is accrued when employee is working full time at 47.5 hours a week

Employees joining after 15<sup>th</sup> of the month will have 1 day of leave accrual for that month except for the months of June and December; where, no leave accrual will happen.

The leave cycle is from January to December. Leave will be accrued in the first week of the month.

**Employees availing Flexible workplace option or Part time** options as defined in Policy on Flexi Work Options will accrue leave as per the standard leave practice mentioned below.

No. of days	Working hours	Total Leave	Leaves Prorated per month
3	27	14	1.2
4	36	18	1.5
5	25	11	0.5

An employee can apply for 5 days' leave advance (leave overdrawn\*\*) even if the accrued leave is zero. The leave so availed will be adjusted against the leave credited in the following months. Employees on notice period are not eligible for 5 days advance leave benefit.

*\*\*Advance leave is at the discretion of the Company and will be granted on a case-to-case basis. Salary will not be deducted in cases where advance leave is granted, and an adjustment is being made with subsequent leave credit.*

### A.1.3 Leave Carry Forward and accumulation

At the end of each calendar year, the unutilized balance of that year's accrued leave - up to maximum of 15 working days - will be carried forward to the following year. Any additional leave balance over 15 days will lapse. Leave carry forward at the end of the year shall be for a maximum of 30 days over the years of employment. There would be no further accumulation beyond 30 days and any unutilized leave balance at year end (after 30 days of accumulation) would lapse.

**Example:**

- i. Assume in the first year an employee has accrued 22 days of leave and has used 9 days; The remaining 13 days would be carried over to the second year; If the same process were to happen in the second year, the employee would carry forward 26 (13 + 13) days of accumulated leave into the third year. Assuming the same process for the third year, the employee would carry an additional 4 days (out of the unused

- 13 days) i.e., a total of  $26+4 = 30$  days accumulated leave, into the fourth year. 9 days of unused leave from the third year's balance would lapse.
- ii. Assume in the first year an employee has accrued 22 days of leave and has used 5 days; Of the remaining 17 days 15 would be carried over to the second year and 2 would lapse; If the same process were to happen in the second year, the employee would carry forward 30 (15 + 15) days of accumulated leave into the third year. If the same process repeats for the third year, the employee will carry forward 0 days (out of the unused 17 days) i.e., a total of  $30 + 0 = 30$  days accumulated leave, into the fourth year. 17 days of unused leave from the third year's balance would lapse.

#### A.1.4 Application of Advance Leave

##### **Treatment of the balances for leave applied for next calendar year:**

Employees are not allowed to apply for leave in advance for the subsequent year. Advance leave option can be applied under Privilege leave category upon exhaustion of available Privilege Leaves upto a negative balance of minus 5 leaves (leave overdrawn\*\*). The leave so availed will be adjusted against the leave credited in the following months.

**Example:** To apply for leave to be taken in the month of January of next year, employee needs to apply for the leave in January of next year and not December or earlier of previous year.

#### A.1.5 Leave Encashment

Only Privilege Leave is encashable. Encashment is allowed only at the time of cessation up to a maximum of 30 days. No other leave is encashable. Any balance over and above 30 days will lapse.

##### **Note:**

- 1) Employee leaving the organization before 15<sup>th</sup> of the month, 1 PL of that month to be considered while encashing the leaves up to maximum of 30 days
- 2) Employee leaving the organization after 15<sup>th</sup> of the month, 2 PL of that month also to be considered while encashing the leaves up to maximum of 30 days.

The encashment shall be made on Total Base Compensation. Total Base Compensation is defined as:

**Total Fixed Pay *minus* Company contribution towards PF & ESI and Gratuity**

Payout per day will be calculated based on calendar days in the year. Leave encashment is paid along with Full and Final settlement.

### A.1.6 Intervening Public Holiday and Weekends during leave period

All intervening Weekend and Public Holidays during the Privilege Leave period shall not be counted as leave

*Example* - Leave applied from: Thursday to Monday.

No. of days counted as leave: 3 days i.e., Thursday, Friday, and Monday.

### A.1.7 Secondment/ Long Term/ Short Term

During the period of secondment, this Leave Policy will not be applicable to such employees who have been seconded to other Capgemini entities outside India. The same shall be made applicable to them upon their return to India. The leave balance will be frozen at India region and will be activated once the employee is back from secondment. The same rules of carry forward shall apply.

**Note:**

- 1) Employees leaving for secondment before 15<sup>th</sup> of the month will have 1 day of leave accrual for that month except for the months of June and December; where, no leave accrual will happen.
- 2) Employees leaving for secondment after 15<sup>th</sup> of the month will have 2 days of leave accrual for that month except for the months of June and December, where 1 leave accrual will happen.

### A.1.8 Leave during Notice Period

Any leave during notice period will be based on mutual understanding between the employee and supervisor / manager.

### A.1.9 Leave Application

All employees to apply leave on Replicon tool. Privilege leave is to be applied under PL Category. Employees are required to apply for leave before proceeding on leave. Backdated leaves cannot be applied beyond 3 months from the current month (Current Month + 3 Months Backdated) on Replicon tool.

**Example:** If the employee has availed adoption leave starting 15<sup>th</sup> June, it should be applied in system before end of September. In October system will not allow to backdate and apply leave for June month.

In case of Backdated leave on Replicon, the leave balance would be shown as on the date for which the leaves are being applied for and leave balance history will be adjusted accordingly.

**Example:** When a backdated leave is applied for 2<sup>nd</sup> May on 23<sup>rd</sup> August, the leave balance shown in the system is as on 2<sup>nd</sup> May.

In the event of applying future dated leave days, the balance would be shown as on the date for which the leave days are being applied for and leave balance history will be aligned accordingly.

**Example:** When a future dated leave is applied for 3rd November on 23rd August, the leave balance shown in the system is as on 3rd November.

#### A.1.10 Approval

Privilege leave will be auto approved if the defined leave approver does not approve the same within 5 days.

### A.2. Half Day Leave (HDL)

#### A.2.1 Objective

Capgemini employees are expected to work and contribute a set duration of hours to the organization on each working day (as per the Office Hours and Attendance policy). However, there are situations where employees cannot dedicate the required hours due to personal exigencies. To provide flexibility to employees, we are introducing Half Day Leave ("HDL") Policy that enables an employee to mark time as leave and get their reduced hours of work accounted.

#### A.2.2 Eligibility

Applicable to all India based employees of Capgemini.

#### A.2.3 Guidelines

The half day leave shall be provided according to the condition mentioned below:

Unavailability or Absence from work (In Hours)	Leave Accounted as
5 hours	Half day leave
More than 5 hours	Full day leave

**Note:** The above facility is applicable to employees in the general shift only. The employees on other shifts can also avail HDL and shall be subject to 50% payment of the shift allowance in such cases\*. For employees working from client sites, employees may avail HDL subject to client approval or the hours of absence may be prorated as per client's working hour schedule.

#### A.2.4 Application and Scheduling of HDL

- An Employee may avail HDL to address any personal exigencies or commitments.
- An Employee upon supervisors' prior approval may apply for an HDL in the first or later half of a workday as required. \*\*

### **A.2.5 Calculation and accrual of HDL**

- Two HDL are equivalent to and shall be considered as one day of PL.
- As per clause [Leave Carry Forward and accumulation](#) of the leave policy, carry forward and accumulation of HDL would be as per the rules of the leave policy.
- In case of insufficient PL balance, the HDL cannot be applied as Leave Without Pay. In other words, there will be no option to apply for a half LWP.

\*Kindly refer the Shift policy.

\*\* Employees are mandatorily required to regularize attendance in Attendance tool as per the Office Hours and Attendance policy.

## **B. Family Care Leave**

### **B.1. Maternity Leave**

Women employees of Capgemini are eligible for the following benefits in line with the Maternity Benefits Act, 1961. \*\*\*

#### **B.1.1 Eligibility**

All women employees are entitled to 184 continuous days of paid maternity leave of which not more than 56 days can precede the date of delivery / expected delivery. Maternity leave shall be granted from day one of when a woman employee joins the organization.

Please note, any women employee before childbirth, for a period of at least eight weeks, before the expected date of childbirth, may choose to opt out of working in nightshift. You are advised to connect with your immediate manager and HR BP in case you want to do so.

Maternity leave must be applied before the expected date of delivery. We encourage employees to utilize their entire leave period for self and family care.

#### **B.1.2 Intervening Public Holidays and Weekends during leave period**

All intervening Weekends and Public Holidays during the maternity leave period shall be counted as leave.

#### **B.1.3 Leave Application**

Employees to apply leave on Replicon tool. This leave is to be applied under maternity leave for a period of 184 days on Replicon.

Duly filled Form 2 duly signed and stamped by treating doctor, as available with HR must be attached with the Leave Application.

#### **B.1.4 Medical Bonus:**

Employees proceeding on maternity leave are also eligible for a Medical Bonus of INR 3,500/-\*\*, upon submission of following physical documents within stipulated time of 30 days from the DOB of child.

#### **Application Of Maternity Leave:**

For female employees before proceeding for maternity leave, [Form 2](#) is mandatorily required to be filled and duly signed and stamped by the treating doctor along with expected due date specified and the form has to be uploaded in the leave application while applying the Maternity leave.

#### **Documents required to claim Medical Bonus:**

- [Form 3](#), which is available with HR must be duly attested by the treating doctor (with seal and signature).
- Copy of child's Birth Certificate issued by Municipal Corporation or Appropriate Govt. authority.

Documents need to be scanned and submitted to below central SPOC within 30 days post-delivery of child to claim Medical Bonus.

Entity	ACIS, FS and BSv
Contact details	DL IG Hrssams <hrssams.ig@capgemini.com>

## **B.2. Miscarriage Leave or Leave for Medical Termination of Pregnancy**

### **B.2.1 Eligibility**

In case of miscarriage or medical termination of pregnancy, the concerned employee shall be entitled to leave of 45 calendar days with pay from the day of such an event. Miscarriage date cannot be a future date.

Employees are encouraged to resume office only after minimum 45 calendar days that immediately follows from the date of delivery or miscarriage or Medical Termination of Pregnancy as per the miscarriage leave policy.

### **B.2.2 Intervening Public Holidays and Weekends during the leave period**

All intervening Weekends and Public Holidays during the leave period will be counted as leave.

### **B.2.3 Leave Application**

Employees to apply leave on Replicon tool. This leave is to be applied under miscarriage leave for a period of 45 calendar days on Replicon. Employee needs to submit Doctor's certificate while applying for leave.

## **B.3. Tubectomy Leave**

### **B.3.1 Eligibility**

Where a woman employee undergoes Tubectomy operation, the concerned employee shall be entitled to leave of 14 calendar days with pay, immediately following the day of her tubectomy operation.

### **B.3.2 Intervening Public Holidays and Weekends during the leave period**

All intervening Weekends and Public Holidays during the leave period will be counted as leave.

### **B.3.3 Leave Application**

Employees to apply leave on Replicon tool. This leave is to be applied under "Tubectomy Leave" for a period of 14 calendar days on Replicon. Employee needs to submit Doctor's certificate while applying for leave.

## **B.4. Leave for illness arising out of pregnancy, delivery, premature childbirth, miscarriage, or medical termination of pregnancy or tubectomy operation**

In case of illness arising out of pregnancy, delivery, premature childbirth, miscarriage, or medical termination of pregnancy or tubectomy operation, the concerned woman employee shall be entitled to, in addition to the other relevant leave, leave with wages for a maximum period of one month. Please follow the below steps while applying for this additional leave:

- The woman employee shall submit relevant medical records and certificate from her consulting / treating doctor.
- BU-HR evaluates / validates the documents provided by the employee and gets the necessary approvals from supervisor / N+1 and BU-HR lead
- BU-HR writes to HRSS for them to apply the leave for the employee.
- The HRSS team applies the leave under additional maternity leave for the employee on the system.

## **B.5. Paternity Leave**

### **B.5.1 Eligibility**

Male employees are entitled to fifteen (15) working days leave at the time of the birth of a child, which should be availed within a period of twelve months from the date of birth of the newborn.

The leave can be utilized in parts as per employee discretion within 12 months from the date of birth of newborn, post which it will automatically lapse. Paternity leave can be taken for any count of childbirth in the entire tenure of employment.

Employee can apply for paternity leave in advance for a future date post birth of the child only. The child's date of birth cannot be a future date; it must be a current date or

past date. It is recommended to upload either of the documents while applying for leave  
– Doctor's Certificate / Discharge Certificate / Birth Certificate.

### **B.5.2 Leave Application**

Employees to apply leave on Replicon tool. This leave is to be applied under Paternity leave on Replicon.

## **B.6. Adoption Leave**

### **B.6.1 Eligibility**

In case of legal adoption of a child

- A woman who legally adopts a child below the age of three (3) years or a commissioning mother (i.e.: through Surrogacy) shall be entitled to maternity benefit for a period of one eighty-four (184) Calendar days from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- Women employees will be entitled to thirty (30) calendar days of paid leave if the child is above three years of age.
- Male employees will be entitled to fifteen (15) working days of paid leave to be utilized in parts within 12 months from the date of adoption of child, post which it will automatically lapse. Adoption leave can be taken for any count of childbirth in the entire tenure of employment.

In Replicon, in the event of applying backdated leave the balance would be shown as on the date for which the leave are being applied for and leave balance history will be adjusted accordingly. Replicon will not allow employees to apply leave which are backdated beyond 3 months. 3 months to be read as current month plus past 3 months as per the accrued balance (on the date of application) of the employee in the tool.

**Example:** If the employee has availed adoption leave starting 15<sup>th</sup> June, it should be applied in system before end of September. In October system will not allow to backdate and apply leave for June month.

### **B.6.2 Intervening Public Holidays and Weekends during the leave period**

All the unscheduled leave falling during the leave period shall be counted.

### **B.6.3 Leave Application**

Employees to apply leave on Replicon tool.

Legal documents of adoption should be uploaded on Replicon while applying for leave.

## **B.7. Surrogacy Leave**

All women employees are entitled to 184 continuous days of paid surrogacy leave.

All governance and rules of Maternity leave policy application will be applicable for Surrogacy leave.





All intervening Weekends and Public Holidays during the maternity leave period shall be counted as leave. Duly filled Form 2 duly signed and stamped by treating doctor, as available with HR must be attached with the Leave Application.

#### **B.7.1 Medical Bonus:**

Employees proceeding on maternity leave are also eligible for a Medical Bonus of INR 3,500/-\*\*, upon submission of following physical documents within stipulated time of 30 days from the DOB of child.

#### **Application Of Maternity Leave:**

For female employees before proceeding for maternity leave, [Form 2](#) is mandatorily required to be filled and duly signed and stamped by the treating doctor along with expected due date specified and the form has to be uploaded in the leave application while applying the Maternity leave. **Documents required to claim Medical Bonus:**

- [Form 3](#), which is available with HR must be duly attested by the treating doctor (with seal and signature).
- Copy of child's Birth Certificate issued by Municipal Corporation or Appropriate Govt. authority.

Documents need to be scanned and submitted to below central SPOC within 30 days post-delivery of child to claim Medical Bonus.

Entity	ACIS, FS and BSv
<b>Contact details</b>	DL IG Hrssams <hrssams.ig@capgemini.com>

#### **B.8. Bereavement Leave**

In the event of any death in the employee's immediate family, the employee may be granted five working days of bereavement leave.

Immediate family is defined as parents, spouse, children, siblings, spouse's parents and siblings.

If the employee is not at his/ her Capgemini base location but at a client site when such bereavement occurs in his/ her immediate family, the Company shall pay for the entire airfare from client location to his / her Capgemini base location.

#### **How to claim the travel fare?**

The ticket should be booked through Travel Desk. Exception if any to the process, due to emergency, should be best prior approved in writing by Travel Desk. Employee to ensure that he/ she retains Air Ticket, Boarding Pass, Copy of Death Certificate of family member. The cost needs to be booked on the employees' respective BU cost code.

Bereavement Leave should be taken within 10 days of the incident and should be taken at a stretch. Bereavement date cannot be a future date.

## C. Unpaid Leave

### C.1. Leave without Pay

Any leave applied for in excess of the existing leave balance of the employee will be deemed as Leave without Pay (LWP) i.e., LWP can only be applied against zero balance of PL.

#### C.1.1 Calculation of LWP

For the purpose of calculation of LWP, all the intervening and succeeding weekend days excluding public holidays will be counted as LWP. The succeeding weekend post public holiday shall be counted as LWP.

##### Example:

- If LWP is applied from Monday to Friday and Saturday and Sunday is an unscheduled day, the system will not allow the leave to be submitted to end on Friday and will throw an error stating it cannot end on an unscheduled day. Hence, the leave dates must be selected till Sunday.

**LWP is calculated on your Total Cash Compensation (TCC)#.**

*# PF and Bonus amount will be deducted proportionally.*

#### C.1.2 PL Accrual during LWP

For employees who are on LWP for more than 15 days in a month, there would not be any leave accrued to them in the subsequent month.

For employees who are on LWP for more than 5 days and less than or equal to 15 days, there would be only 1 leave accrued to their leave balance in the subsequent month, except for June & December where there would be no Leave accrued.

For employees who are on LWP for less than 5 days, there would be regular PL accrual.

#### C.1.3 Approval

LWP is not an entitlement and will be granted for a reasonable period only in exceptional situations on the recommendation of the immediate superior.

Any LWP exceeding 30 days is to be additionally approved on mail by the BU Head.

LWP should be applied for within a maximum period of 90 days from the date of availing such leave or for availing it within a maximum period of 90 days from the current date

## C.2. Sabbatical Leave Program

### C.2.1 Objective

Sabbatical Leave is an approved absence from workplace by employees to enable them to pursue personal objectives such as studies, medical emergency, or treatment etc. (hereinafter called as "Sabbatical Leave").

The Sabbatical Leave in Capgemini is an unpaid approved absence from work for a pre-determined period. For the sake of clarity, an employee on sabbatical leave shall not be paid monthly salary during this tenure

### C.2.2 Scope

The policy will be applicable to all employees of Capgemini Technology Services India Limited ("the Company").

### C.2.3 Eligibility

An employee can seek for Sabbatical Leave for a period between 180 days to 730 days' subject to the following:

1. The policy is applicable to the Company employees who have completed minimum 24 months of service in the Company (global tenure).
2. Sabbatical Leave cannot be availed by employees by whom or against whom any internal proceedings under disciplinary process, GRC or POPSH is pending. The employee can avail the Sabbatical Leave post closure of such internal proceedings.
3. The Sabbatical Leave can be taken for any reason at the employee's discretion barring exclusions defined below.
  - i. Employee should not have utilized Sabbatical Leave in the last 5 years prior to the date of applying for Sabbatical Leave.
  - ii. Employee cannot take Sabbatical Leave for any work that has a direct conflict of interest with the Company or its clients. For any questions or clarity on the kind of work an employee can do, please write to your respective BU HR and get a written consent.
  - iii. Employee will not be eligible to take Sabbatical Leave for less than six months, they must instead apply for 'Leave without Pay' as per the Company's leave policy.
  - iv. The Sabbatical Leave policy will not be applicable to such employees who have been seconded to other Company entities outside India. The same shall be made applicable to them on cessation of their secondment and post their return to India.

Any deviations to the eligibility criteria needs to have exception approval from approvers mentioned below in [clause Exception Approvals](#) under this policy.

### C.2.4 Benefits and entitlements during the Sabbatical leave

1. Employee will be eligible (only) for the benefits detailed below:

- a. Medical Insurance, Term Life insurance and Group Personal Accident Insurance will continue to apply for the duration of the Sabbatical Leave. For any addition of family member during the Sabbatical Leave period, please reach out to your Business Unit (BU) HR to get them added to the Company systems. Please ensure you follow the 30 days' cut-off period to update the details post a new addition of a family member.
  - b. Employee can also avail the Voluntary Parental Insurance as per process and timelines defined. Any active voluntary parental insurance will continue till the end of the policy period. For new enrollment, employees will have to reach out to BU HR to understand the enrollment process.
  - c. Sabbatical leave period will be included for calculation of gratuity period and tenure of an employee in the organization.
2. Other important points to note:
- a. Employee will not be eligible to participate in the annual appraisal cycle **if the Sabbatical Leave tenure is for Two Seventy Three (273) or more** calendar days in a given appraisal year.
  - b. During Sabbatical Leave period no contribution towards Provident Fund, ESIC, State LWF (if applicable) and State Professional Tax (if applicable) will be made.
  - c. During Sabbatical Leave period no leave will accrue to the employee.

### C.2.5 Proceeding to Sabbatical - Approval Process

Sabbatical Leave approval is at the discretion of the Company. Factors that needs to be taken into consideration in granting a request for Sabbatical Leave may include business requirements, employee's performance, and criticality to business, absence records, disciplinary records and the purpose for Sabbatical Leave.

Following steps are required to be taken prior to proceeding for Sabbatical Leave

1. All Privilege Leave (PL) must be exhausted before applying for Sabbatical leave.
  - a. PL accrual from the time of Sabbatical Leave application till Sabbatical start date will be as follows:
    - i. If LWD is  $\leq 15^{\text{th}}$  of a month, then 1 PL to be considered for that month.
    - ii. If LWD is  $> 15^{\text{th}}$  of a month, then 2 PL to be considered in that month.
  - b. Any leave accrued and not utilized from the time of Sabbatical Leave application to sabbatical start date will be frozen and be made available at the time of returning to work. The PL carry forward rule will apply for all PL balance.
2. Employee to get mail approval from BU-HR lead (SBU HR Lead), BU Head or Practice Head (Vice President and above) as per the employee's alignment
3. Employee to sign declaration and upload the same while applying for approval (Please refer to the declaration uploaded under Leave Policy on Talent page)
4. BU HR to validate all approvals, declaration and share mail approval
  - a. Employees to apply sabbatical on Replicon tool. Sabbatical leaves should be submitted on Replicon 15 days prior the leave start date. Please note backdated leave cannot be applied.

- b. Attach all the mail approvals – BU-HR lead (SBU HR lead), and BU Head/Practice Head (Vice President and above)
- c. Attach signed declaration.
- d. Manager to approve the request on Replicon post validating the approvals and declaration.
- e. HRSS team to approve post validation of attached approvals and declaration

In case of any changes/ cancellation in Sabbatical leave dates employee should re-seek approvals as per the approval matrix defined for the leave.

### **C.2.6 Requirements to be closed before proceeding for Sabbatical Leave**

1. All Privilege Leave (PL) must be exhausted at the time of applying for Sabbatical Leave with exception that PL accrued from the time of Sabbatical Leave application till Sabbatical start date will be frozen and utilized post completion of the sabbatical.
2. Once Sabbatical Leave on Replicon is approved, employee will need to ensure that all required clearances are closed on ECMS. Any pending clearances will lead to leave being deemed as void and unapproved.
3. Employee needs to close all pending payments with the Company like Car lease, salary advance, credit card payments etc.
4. Employee should ensure that all bills are claimed prior to proceeding on Sabbatical Leave.
5. All assets such as ID Card, soft token, dongles, proprietary information and other assets provided by the Company should be surrendered.
6. Employee will receive a Sabbatical Leave confirmation letter post closure of all required clearances.

### **C.2.7 Return/ Early Return from Sabbatical Leave**

1. Employee needs to inform the Resource Management Group (RMG) 60 days in advance of their return.
2. On receipt of such notice, RMG will work on allocation of the employee(s) in the potential projects and opportunities details needs to be shared with the employee. The employee will be required to start applying for the open positions in the Company.
3. If the employee accepts a joining date to any process prior to expiry of sabbatical on confirmation of the allocation to a project, then such Sabbatical Leave of the employee shall be deemed to be concluded on such process joining date. Employee will be onboarded to the Company as per the defined date of the assignment / end of Sabbatical Leave Program, whichever is applicable.
4. The Company may offer employee a suitable alternative position, which may not be in the same business area or location as before. Should no suitable alternative position be available, or if employee is unwilling to accept an alternative position within 90 days from the end date of Sabbatical Leave, employee's employment will cease as per the Declaration and Sabbatical policy.

5. An employee can return to work before the expiry of their Sabbatical Leave term, by giving 60 days' prior notice to the Resource Management Group/ BU HR. The employee needs to follow the process as mentioned under the Return from Sabbatical Leave process (mentioned in [Clause Return/ Early Return from Sabbatical Leave](#) above).

### **C.2.8 Not returning from Sabbatical**

1. If an employee does not return/notifies of their return from their Sabbatical Leave to the defined SPOCs within the defined timelines, the Company holds the right to terminate the employment of such employee on cessation of Sabbatical Leave.
2. In the event the employee fails to resume the services post the expiry of the Sabbatical Leave, the employee case shall be treated as absconding/abandonment of services and the proceedings under the same as per the Company's policy shall be initiated.
3. In the cases of employee not returning from Sabbatical Leave, the employment of such employee will be terminated under the disciplinary action of the Company.
4. In the event for any reason whatsoever, the employee after the expiry of sabbatical period is unable to resume the employment with Company and duly informs 60 days prior to the end of Sabbatical Leave period of their inability to resume their services, the Company shall initiate exit process of the employee as per the Company policy. The employees will be relieved from the services with immediate effect with no obligation from the Company to pay notice period.

### **C.2.9 Exception Approvals**

Any deviations from the policy guidelines needs to be approved by the Indian HR Head and BU Head or Practice Head (Vice President and above) as per the employee's alignment.

### **C.2.10 Communication**

1. For all purposes, the communication between the employee and the Company SPOC, during the Sabbatical Leave tenure, shall be through the employee's personal registered email ID as per the Company records. Any communication done from an un-registered email ID shall not be valid and the Company will not consider the same for any action.
2. It is the responsibility of the employee to update their contact details/alternate contact details and email ID in the Company records before going on Sabbatical Leave.
3. For any queries employee may reach out to **sabbaticalleave.in@capgemini.com**

## **C.3. Unauthorized Absence (UA)**

Unauthorized Absence is not a form of leave. It is an absence which has not been authorized by the immediate supervisor of the employee and is treated as breach of discipline and may lead to initiation of disciplinary action against the employee.



In case an employee does not report to work for more than 3 consecutive days without any intimation/ communication, his/her manager must apply for UA for the employee in the leave management system till such time the employee resumes work.

### **C.3.1 Calculation of UA**

For the purpose of calculation of UA, all the intervening, preceding and succeeding weekend days and public holidays will be counted as UA.

**Example:** If UA is applied from Monday to Friday and Saturday and Sunday is an unscheduled day, the system will not allow the leave to be submitted to start on Monday and/or end on Friday and will throw an error stating it cannot start or end on an unscheduled day. Hence, the leave dates have to be selected for all preceding and succeeding unscheduled days.

For the purpose of payroll, UA is treated as "Leave Without Pay" i.e. no component of salary is payable for such days of absence.

### **C.3.2 PL Accrual during UA**

For employees who are on UA for more than 15 days in a month, there would not be any leave accrued to them in the subsequent month.

For employees who are on UA for more than 5 days and less than or equal to 15 days, there would be only 1 leave accrued to their leave balance in the subsequent month, except for June & December where there would be no Leave accrued.

For employees who are on UA for less than 5 days, there would be regular PL accrual.

### **C.3.3 Approval**

UA application beyond 90 days in the past or future is not permissible.

## **D. Public Holidays**

### **D.1. Holiday List**

At the start of every Year, list of Public Holidays (as approved by the management) will be announced and uploaded on the Intranet and Replicon.

Employees working in client sites will have to follow client's list of public holidays, as applicable Employees to refer to the link provided in Replicon homepage for Client holiday calendar homepage for the employee to view or map themselves to the client holiday calendar.

In some cases, depending on the project requirement, employees working out of Capgemini locations may also be required to follow client's holiday list.

Employees working Part Time will only be eligible for public holidays that fall on their working days. E.g. If employee is working on Monday and Tuesday and Monday is a Public



holiday in my base location then the same will be applicable for the employee. In case the holiday is on Wednesday then the same will not apply for the employee.

### D.1.1 Special Note

The concerned project manager/ BU Head/ SBU Head are responsible for controlling absences and should ensure that the time sheets accurately reflect all absences. The updated record is maintained on Replicon.

## D.2. Optional Holidays

### D.2.1 Objective

To provide flexibility for employees to choose holidays as per their individual preferences from the defined list.

### D.2.2 Eligibility

Employee must be part of Capgemini India

### D.2.3 Operating / Business Guidelines

1. Holiday Calendar will consist of 10 Public holidays. 8 holidays will be mandated holidays as per the state. For the remaining 2 holiday employees will be able to select from a defined list of Optional public holidays.

Employees will have two windows to choose their Optional Holiday in a calendar year:

	Selection Period	Option 1	Option 2	Option 3	Option 4	Option 5
<b>Window 1</b>	January 19 – 31	2	1	1	No Choice (Assigned default Holiday- H1)	No Choice (Assigned default Holiday H1 and H2)
<b>Window 2</b>	July 1-31	0	1	No Choice (Assigned default Holiday- H2)	1	

2. Optional holidays are to be selected from the optional holiday category on the Replicon tool.

### 3. New Joiners and Employees transferred from Onsite:

- a. Joining post the Optional Holiday window and before the default holiday date will be assigned default Optional holiday
  - b. Joining before the Window 2 period will get to choose 1 holiday in July in H2
4. Employees can opt for only 1 optional holiday when the 2nd window is opened in July.



5. Any employee who has not made a selection during the optional window will be assigned the default holidays as per the state defined holidays.
6. No backdated default will be allocated to employees.
7. Optional holiday cannot be applied post the holiday has passed.
8. Optional Holiday once submitted/approved cannot be cancelled.
9. All employees can avail 'Compensatory off' in lieu of working on an approved optional holiday. Compensatory off policy and guidelines will be applicable.
10. The ownership of availing an optional public holiday will be on the employee.
11. The Optional Holiday cannot be carried forward to the next calendar year.
12. Half-day leave is not permitted on an optional holiday.

## **D.2.4 Leave Application Process**

Employees to apply optional holiday on Replicon.

### **Steps to apply leave on Replicon tool:**

- Step 1: Visit the Replicon tool on India Talent.
- Step 2: Go to book time off on the homepage.
- Step 3: Under leave type, select optional holiday.
- Step 4: there is a link provided to check the optional holidays list.
- Step 5: Employee can select the optional holiday accordingly.
- Step 6: The Optional Holidays has to be approved by your People Manager for confirmation.
- Step 7: If there is no action taken by the People Manager, it will be auto approved in 5 business days.

## **D.3. Compensatory-Off**

### **D.3.1 Introduction**

In cases of business exigencies, employees may be required to work on Company holidays or weekly offs. This policy provides guidelines for compensating an alternate day off for those employees who work on such days. This policy will facilitate the grant, monitoring and provision of "Compensatory Off" (CO) (as applicable).

### **D.3.2 Scope**

The policy is applicable to all employees of Capgemini except those who are required to follow the policy/ process set out by the respective project/ account.

### **D.3.3 Definition**

- Compensatory off: Any such day that is provided to employees as an alternative day off for having worked on a Company holiday and/ or a weekly off/ approved Optional Holiday.
- Company holiday: All such days as are pre-approved and published by Capgemini for a calendar year and includes Statutory holidays.



Statutory holiday: All such days as are declared to be holidays under state specific laws as national holidays or public holidays.

### **D.3.4 Operating / Business Guidelines**

#### **D.3.5 Eligibility**

- An employee will be eligible to avail a "CO" if the employee has worked on a weekly off or on a Company holiday/ approved Optional Holiday. for a duration of normal office hours i.e. 9 hours and 30 minutes, based on prior approval from the manager. For the avoidance of doubt, only in cases where employees are required to work on statutory holidays, they will be entitled to benefits as entitled under applicable laws.
- No monetary value is attached to CO and it does not qualify for any encashment during service period or at the time of separation. Neither can it be carried forward to the next calendar year.
- CO will be applicable for employees "working from home" on a weekly off and/ or Company holiday/ approved Optional Holiday.
- CO will not be applicable against training (both internal and external training), Capgemini organized events (such as off-sites, meetings, team/ corporate events etc.) attended by employees on their weekly off and/ or Company holiday.

#### **D.3.6 Availing CO**

Employees to apply CO on Replicon tool.

#### **For Comp-off requests for the days worked between December 1, 2023 to December 31, 2023:**

1. All Comp-off requests between December 1, 2023 to December 31, 2023, shall be applied under leave type **Comp Off 2024** on Replicon.
2. This time off type is created explicitly for employees to avail the comp off for 2023 (December 1, 2023 till December 31, 2023) and this will be disabled at a later stage.

#### **For Comp-off requests for the days worked on and post January 1, 2024:**

1. Week off's will be applicable as per the employee work schedule.
2. To avail a Comp Off, you need to have a Comp Off balance available.
3. For accrual of Comp-off balance, the employee is required to mandatorily take Pre-approval, and submit that particular week's timesheet along with the week-off time/holiday with project hours which should be minimum 9 hours.
4. Preapproval needs to be requested by the employee and approved by the people manager against the weekly off's or holidays for which the employee is required to work in case of any business exigencies.
5. It must be used only as one complete day and no half days are permissible.



### D.3.7 Accumulation of CO

- Accumulation of CO will be allowed till the calendar year end and no carry forward or encashment of CO shall be permitted. Therefore, employees cannot apply for a CO for a weekly off and/ or Company holiday worked in the previous calendar year<sup>##</sup>.
- However, for weekly off and/ or Company holidays worked in the month of December of that calendar year, the CO must be availed off until 31-Jan of the subsequent year.

## E. Other Leave

### E.1. Transfer (Relocation) Leaves

Employees will be eligible to avail leave as per the below table. These leaves have to be availed within 1 week prior to or post the actual date of Transfer. Transfer leave cannot be carried forward or encashed.

Family Status	Leave Days
<b>Single</b>	2 working days
<b>Married</b>	2 working days
<b>Married with Child / Children</b>	5 working days

For more details refer the Employee Transfer Policy.

### E.2. Special Leave

#### E.2.1 Introduction

Special leave is given to an employee in lieu of unavoidable exigencies due to medical or other reasons.

#### E.2.2 Eligibility

The leave has to be applied under 1 continuous period. All intervening weekends and public holidays shall be excluded during the leave period.

#### E.2.3 Approval Process

- 1- Employees to send request to their respective BU HR to grant special leave related to exhaustion of Privilege leave
- 2- BU HR to seek approval from BU Head and BU HR Lead
  - i. Up to 7 days only BU HR lead and employee's N+1 approval required
  - ii. More than 7 days, BU HR to seek approval from BU Head and BU HR Lead
- 3- BU HR to share the approval with HRSS team
- 4- HRSS to apply such leave on LMS on behalf of the employee under Special Leave Category

Emp. ID	Emp. Name	Leave type	Start date	End date	No of days	Approved by	Comments
		Special Leave					"Exhaustion of PL"

### E.3. Gender Affirmation Surgery Leave

All employees are entitled to 30 days of paid Gender Affirmation Surgery leave given to an employee undergoing Gender Affirmation Surgery. All employees need to submit the proof of treatment on the Replicon tool while applying for the leave

All intervening Weekends and Public Holidays during the leave period shall be counted as leave.

#### E.3.1 Approval Process

1. Employees to send request to their respective BU HR
2. BU HR to share the mail evidence (complaint copy / mails)/ proofs with HRSS team. If the Aggrieved Employee needs Peer supporters to avail discretionary welfare leave, in addition to the complaint copy submitted by the Aggrieved Employee, an email from him/her is required to be shared to DASsupport.in@capgemini.com. Each Aggrieved Employee can nominate only one peer supporter during their tenure with Capgemini.
3. HRSS to apply leave on tool on behalf of the employee under Discretionary leave category.

## F. Auto approval of leave

Privileged Leave (PL) and Half Day Leave (HDL) if not approved will be auto approved on the 5th day from the date of application or on 31<sup>st</sup> December, whichever is earlier.

If employee people manager is not tagged on the system, then Privileged Leave (PL), Half Day Leave (HDL), Optional Holidays, for a leave period less than 30 days and all Comp-off requests will be auto approved within 5 days.

For other leave types, the employee must follow up with the respective stakeholders to get the leave approved on the Replicon portal.

Leave Type	People Manager	HRSS
PL / HDL	Y	
Maternity leave	Y	Y
Miscarriage leave	Y	Y
Tubectomy leave	Y	Y

Leave due to maternity related illness		Y
Paternity leave	Y	Y
Leave for adoption	Y	Y
Surrogacy Leave	Y	Y
Bereavement	Y	
Sabbatical Leave	Y	Y
Optional Holiday	Y	
Comp-off	Y	
Relocation Leave	Y	Y
Special leave		Y
Gender Affirmation Surgery Leave	Y	Y

**Please note:** If the leave date for any leave type starts on weekend or Public holidays, then they are not counted as part of the leave. The next working day will be counted as the start of the leave.

## G. Clubbing of Leave

Types of Leave	CLUBBING OF LEAVE											
	PL/ HDL	Maternity / Surrogacy Leave	Miscarriage Leave	Tubectomy Leave	Paternity Leave	Leave for Adoption	Bereave ment Leave	Relocation Leave	Leave Without Pay	Sabbati cal Leave	Optional Holiday	Gender Affirmation Surgery
Privilege Leave/ Half Day Leave	*	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Maternity/ Surrogacy Leave	Yes	*	No	No	NA	NA	Yes	No	Yes	Yes	Yes	Yes
Miscarriage Leave	Yes	No	*	No	NA	NA	Yes	No	Yes	Yes	Yes	Yes
Tubectomy Leave	Yes	No	No	*	NA	NA	Yes	No	Yes	Yes	Yes	Yes
Paternity Leave	Yes	NA	NA	NA	*	No	Yes	No	Yes	Yes	Yes	Yes
Leave for Adoption	Yes	NA	NA	NA	No	*	Yes	No	Yes	Yes	Yes	Yes
Bereavement Leave	Yes	Yes	Yes	Yes	Yes	Yes	*	Yes	Yes	Yes	Yes	Yes
Relocation Leave	Yes	No	No	No	No	No	Yes	*	Yes	Yes	Yes	Yes
Leave Without Pay	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*	Yes	Yes	Yes
Sabbatical Leave Program	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*	Yes	Yes
Optional Holiday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*	Yes
Gender Affirmation Surgery	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*

## H. Management Rights

Capgemini reserves the right to amend this policy from time to time, without prior notice.

## I. Annexure Frequently Asked Questions

### I.1 Office Hours

1. **What are the Office Hours applicable?**

- The office hours for general shift\* is: **8:30 – 18:00 hrs. IST**
  - Considering the nature of business of BSv, BU HR would be separately communicating the office hours applicable to associates in BSv taking into account the shifts assigned.
- The office hours include breaks and is applicable to all Employees of Capgemini.

Please Note: Employees may also be required to work in different client timings/ shifts\* / different work week depending on their project requirements.

*\*Please refer to Capgemini's Shift Policy for details.*

2. **I am an employee of BSv. The policy does not mention any timing for BSv. Why?**

The business operations model of BSv is different from that of IT Services. Timings in BSv are more driven by the nature of engagement supported. The office hours applicable in the case of BSv will be communicated separately by the BSv HR team.

3. **How is my attendance recorded?**

Your attendance is recorded through the attendance tracking system

4. **Do I need to record in & out time?**

Yes, you are required to do it by swiping your access card while entering and exiting any Capgemini office premises.

5. **I am on bench. Do I still need to come to office every day?**

Yes, even if you are on Bench, you need to still report to office as per Hybrid work guidelines and complete the required office hours in office.

6. **I work outside Capgemini office locations (e.g. working at Client location, working remotely, etc.). How should I ensure that I am not marked as absent?**

Your attendance is captured from the access card readers only at Capgemini offices. Hence, it will be shown as AB. You can use Manual Attendance option (Attendance => Request => Manual Attendance) to correct the time and submit to your supervisor for approval. Same option should be used if you have to work outside Capgemini location for reasons like, external meetings or trainings, Business travel etc.

Alternatively, your supervisor can use Manual Attendance or Exclusion List options.

7. **Can I work from any other Capgemini office?**

You are required to work from the office location assigned to you and cannot work from any other location without prior approval from your Manager.

8. **If I am unwell and want to be on leave, do I have to still inform anyone?**

Yes, if you are taking an unplanned leave, you need to inform your manager and/or your BU HR representative as soon as possible. You need to also ensure that you apply for leave on Replicon immediately on return to office.

9. **I work in shifts. How do I make sure that my In Time and Out Time are correctly reflected?**

Please check whether you are assigned to an appropriate shift (including night shift) in Shift Allowance tool (Attendance => Shift => My Workshift). If a change is required, please. contact your supervisor.

Shift Allowance tool allows supervisors to allocate you to appropriate shifts using Shift Scheduler (Attendance => Shift => Shift Scheduler). Please reach out to your people manager for allocating you to an appropriate shift.

10. **What is Unauthorized absence?**

This term refers to any Employee who remains absent without any intimation and/ or approval from the respective Manager and also includes overstaying / extension of leave without approval.

11. **What will be the consequences if I remain absent without informing anyone?**

If an employee remains absent without information, he/she may be marked as being on "Unauthorized absence (UA)". If UA extends beyond a period of 10 consecutive calendar days, it could result in the employee losing their employment with Capgemini and result in termination of employment from the day the Employee last reported for work. For details refer Office Hours & Attendance Policy

12. **What are some of the scenarios which may lead to initiation of disciplinary action?**

Situations like these would result in disciplinary action being initiated against the Employee for violation of the adherence to office hour discipline. This list is only illustrative and not exhaustive

- Being absent from work and not applying for leave.
- Habitually not recording attendance / not regularizing attendance.
- Habitually not working for the specified hours.
- Habitually not recording in/ out details while entering / exiting office premises.
- Being absent from work without approval from / intimation to Manager or BU HR, including overstaying / extension of leave.
- Habitual / repeated absence from work.



- Working from any other office location / working remotely without prior approval from Manager.
  - Refusing to or not submitting supporting documents asked for with respect to unauthorized absence.
  - Refusing to / not going to a Doctor / hospital for assessment, when directed to do so.
  - Producing fake documents (e.g. medical documents).
  - Carrying another Employee's ID cum access card without authorization.
- Swiping another Employee's access card or trying to record another Employee's attendance.

## I.2 Leave Policy

### 13. What is the leave cycle?

Leave cycle is January to December.

### 14. How many Leave I can carry forward?

At the end of each calendar year, the unutilized balance of that year's accrued leave - up to maximum of 15 working days - will be carried forward to the following year. Any additional leave balance over 15 days will lapse. Leave carry forward at the end of the year shall be for a maximum of 30 days over the years of employment

### 15. How many leave gets credited?

2 days of leave will be credited every month except June and December where 1 day each will be credited, to accrue 22 days of leave in a year.

### 16. Will my accrued leave be prorated depending on the joining date?

Every month, 2 privilege leave will get accrued in your leave balance except for the months of June and December, where only 1 leave is accrued.

If you have joined after 15<sup>th</sup> of the month then there will be 1 day of leave accrual for that particular month except for the months of June and December; where, no leave accrual will happen.

### 17. Assuming If I have no accumulated leave balance, can I apply for leave at the start of the year?

You can apply for 5 days' leave advance (leave overdrawn) even if the accrued leave is zero. The leave so availed will be adjusted against the leave credited in the following months. If you are on notice period, then you will not be eligible for 5 days advance leave benefit.

### 18. Will the intervening weekend and public holiday will be counted as leave?

All intervening weekend and public holidays during the Privilege Leave period shall not be counted as leave. However, all intervening weekends and public holidays during the Maternity leave, Sabbatical, Adoption, Miscarriage leave shall be counted as leave.

19. **If I am availing leave without pay (LWP) will the intervening weekend and public holiday will be counted as LWP?**

For the purpose of calculation of LWP, all the intervening weekend days excluding public holidays / approved Optional Holiday will be counted as LWP.

e.g. If LWP is applied from Thursday to Monday, the days counted as leave would be Thursday, Friday Saturday, Sunday and Monday, totaling to five (5) days.

LWP is calculated on your Total Cash Compensation (TCC).

\*\*PF and Bonus amount will be deducted proportionally.

20. **Can I apply for LWP without applying for advance leave?**

Yes you can apply for LWP without taking advance leave.

21. **How many leave days are accrued if an employee quits before the 15th of the month?**

Only 1 PL will be accrued if the employee quits before the 15<sup>th</sup> of the month.

22. **How many leave I can avail during notice period?**

Any PL during notice period shall be subject to prior approval and mutual understanding between the employee and supervisor / manager.

23. **What will be the Leave encashment in case of resignation?**

Only Privilege Leave is encashable. Encashment is allowed only at the time of cessation of employment up to a maximum of 30 days. No other leave is encashable. Any balance over and above 30 days will lapse.

The encashment shall be made on Total Base Compensation. Total Base Compensation is defined as:

***Total Fixed Pay minus Company contribution towards PF and Gratuity***

Payout per day will be calculated based on calendar days in the year. Leave encashment is paid along with Full and Final settlement.

### **I.3 Compensatory Off**

24. **When can I claim compensatory off (CO)?**

If you are asked to work from office/home on your regular / scheduled weekend or your designated National or Public Holiday or approved Optional Holiday, you can claim a Compensatory off in lieu of such day of work.

However, you should have been assigned for work by your Manager / supervisor. You cannot claim a CO if you have come to office or worked from home on such days on your own accord.

25. **How many hours should I have been in office/worked from home to be eligible for a CO?**

You should have been in office or worked from home for at least 9 hours/ your assigned office time to be eligible for a CO.

26. **In case my regular workschedule happens to be on days other than weekends, can I claim CO for having worked on weekends?**

No, CO can be availed for working on project designated workschedule. If Saturday/Sunday is designated as regular working days in a project CO cannot be claimed.

27. **Can I claim a CO if I have worked from home on unscheduled days?**

28. Yes, CO can be claimed for working from home on a unscheduled days. **Will I be eligible for a CO if I have to attend a training / conference / offsite / team building activities on my regular / scheduled weekend or designated Public Holiday or approved Optional Holiday?**

No, CO is not applicable in such cases

29. **Instead of availing of a CO, can I ask for encashment of such CO?**

No, CO cannot be encashed.

30. **When can I avail of the CO?**

You can avail of the CO before the end of the calendar year. However, if you have worked for a weekend / National or a Public Holiday / approved Optional Holiday in the month of December, you can avail of the CO in lieu of this work on or before 31st Jan of the subsequent year.

Approval has to be sought in advance from your Supervisor/Manager before availing CO.

31. **How should I apply for a CO?**

Effective January 01, 2023 employees to apply leave on Replicon tool.

**For Comp-off requests for days worked between December 1, 2023 to December 31, 2023:**

- All Comp-off requests between December 1, 2023 to December 31, 2023., shall be applied under leave type Comp Off 2024 on Replicon.
- This time off type is created explicitly for employees to avail the comp off for 2023 (December 1, 2023 till December 31, 2023) and this will be disabled at a later stage

**For Comp-off requests for days worked post and including January 01, 2024:**

- Week off's will be applicable as per the employee work schedule.
- To avail a Comp Off, you need to have a Comp Off balance available.
- For accrual of Comp-off balance, the employee is required to mandatorily take Pre-approval, and submit that particular week's timesheet along with the week-off time/holiday with project hours which should be minimum 9 hours.

- Preapproval needs to be requested by the employee and approved by the people manager against the weekly off's or holidays for which the employee is required to work in case of any business exigencies.

It must be used only as one complete day and no half days are permissible.

32. **How many COs can I avail of at a time?**

You can avail of a maximum of 5 working days of COs consecutively.

33. **If I am on-call on during my regular / scheduled weekend or designated Public Holiday/ or approved Optional Holiday, can I claim CO against it?**

No, CO cannot be claimed in such instances.

## I.4 Leave under Transfer Policy

34. **The time off leave for transfer cases part of the PL?**

No, time off is not part of the PL and number of leave for time-off depends upon family/ marital status of employee as mentioned below:

Family Status	Leave Days
<b>Single</b>	2 working days
<b>Married</b>	2 working days
<b>Married with Child/Children</b>	5 working days

35. **When can the time off leave be availed**

This leave must to be availed within 1 week prior to or post the actual date of Transfer.

36. **Is Time off applicable to a new joiner?**

Time off is applicable only for existing employees who are getting transferred, it is not applicable for new hires upon joining the Company.

## I.5 Half Day Leave

37. **How many half day leave will an employee be eligible for?**

The employee stands eligible for Half Day Leave basis the Privilege Leave (PL) balance. In case of PL balance (inclusive of advance leave) is not available, leave without pay will be applicable in such cases.

38. **Can employee take HDL when he/she is working from home?**

Yes, employee can apply for HDL in case employee is absent for 5 hours. Rest of the hours can be regularized as WFH.

39. **Can HDL be availed in advance?**

Employee may take advance leave of 10 Half day leave in line with the overdrawn condition mentioned in Privilege Leave section of the leave policy i.e. Employee can take up to 5 days' advance Privilege leave. Any leave beyond this will be treated as Leave Without Pay.

40. **How many HDL can I avail during the notice period?**  
Any HDL during notice period shall be subject to prior approval and mutual understanding between the employee and supervisor / manager.
41. **Will HDL be credited over and above the Privilege Leave?**  
No, HDL is part of PL. Employee will have defined set of PLs credited every month and out of which employee shall have the option to avail half day or full day leave as per the personal requirement.
42. **If I had applied for a Half Day Leave on a particular day, but end up working for the entire shift, will my HDL still being accounted?**  
Employee will need to regularize their working hours as per Office Hours and Attendance policy and cancel the HDL separately.
43. **What if I want to take leave only for 2-3 hours, Will I still need to apply for HDL?**  
You will only be eligible to take Half day leave only if you are absent for 5 hours.
44. **How will my shift allowance payment be if I am working only for half a shift?**  
HDL applied by employees working on a shift would lead to 50% payment of the shift allowance for such day.
45. **If I am working 4.5 hours in office on a Public Holiday, then can I claim a compensatory Half day off?**  
No, compensatory off shall only be given if the employee works for the duration of normal office hours on a Public Holiday/ Weekend.
46. **Can I apply half day for other type of leave e.g. – bereavement, maternity, Paternity etc.**  
No, only Privilege Leave can be applied as Half Day leave.
47. **Can I take HDL leave in parts or for one continuous 5 hours' absence?**  
HDL has to be taken in one continuous period of absence i.e. 5 continuous hours.

## I.6 Sabbatical Leave

48. **If I take a sabbatical leave, will I continue to be a Capgemini Employee?**  
Yes, you will continue to be Capgemini employee. The Sabbatical Leave duration will be considered in your tenure if you join back post Sabbatical Leave period.
49. **Can I extend my sabbatical Leave?**  
You must declare the tenure of your Sabbatical Leave when applying for the same. A Sabbatical Leave can be availed from 6 months to 24 months' basis approvals. A

Sabbatical Leave may be extended, (not beyond total Sabbatical Leave tenure of 24 months) by the employee by sending a proper communication with the intended extension of time he/she requires and the same is subject to the approvals as mentioned earlier. Any extension requests should be made 60 days in advance before the end date of the present Sabbatical Leave and no request for extension pursuant to expiry of this 60 days will be entertained.

**50. Can I return early from a period of Sabbatical Leave?**

Yes, you can return to work, before the expiry of your Sabbatical Leave term, by giving 60 days prior notice to the Resource Management Group/ BUHR. You will need to follow the process as mentioned under the Return from Sabbatical Leave and conditions thereto shall be applicable as mentioned in this policy.

**51. Will I be able to return to my current role following my return from Sabbatical Leave?**

The Company may offer employee a suitable alternative position, which may not be in the same business area or location as before.

Should no suitable alternative position be available, or if employee is unwilling to accept an alternative position, employee's employment will be ceased as per terms of Declaration and Policy.

**52. What happens to my holiday entitlement during a Sabbatical Leave?**

All leave accrual will be put on hold during the Sabbatical Leave period. You will continue to accrue the leave once you join back the Company. Privilege Leave must be exhausted before you proceed for the Sabbatical Leave period.

**53. Do I need to return my company car, computer and mobile phone?**

Yes, you need to ensure that you return all company assets before you proceed on Sabbatical Leave. Please refer to clause [Requirements to be closed before proceeding for Sabbatical Leave](#) for more details.

**54. Will I be paid for the Variable Pay for the duration that I worked?**

Yes, if you meet all the criteria for the variable payout (VP), you will be paid your VP on a pro-rata basis for the days you have worked. Sabbatical Leave period will not be considered for any bonus or VP.

**55. Can I be employed by another Company whilst on Sabbatical Leave?**

As laid down in our Business Conduct Policy, whilst employed by Capgemini, you will not engage, concern or interest directly or indirectly with any other business or occupation without prior written consent from the organization. Capgemini holds the right to refuse such consent without being obliged to provide any reason for such refusal. Therefore, should you wish to undertake any other work during your Sabbatical Leave you are to discuss with your BU HR and obtain a written approval.

**56. Can I combine the Sabbatical Leave with any other Leave?**

Yes, Sabbatical Leave can be combined with any other leave.

**57. Can I take the Sabbatical leave in intervals?**

No, you can use Sabbatical Leave only once in 5 years' period and in one continuous period.

58. **Can the I apply for Maternity leave during my sabbatical period?**

Employee cannot be on two leaves at the same. If the employee wishes to get the maternity benefits, then sabbatical needs to be cancelled and maternity leave shall be applied and applicable. Optional Holiday

59. **Can I cancel an approved Optional Holiday once the holiday date has passed?**

Backdated cancellation/ modification is not allowed.

60. **I had applied for an Optional Holiday and my Supervisor/Manager has cancelled it. What to do next?**

You can select the another holiday from the predefined list of optional holidays within the defined selection window period.

61. **I forgot to apply for Optional Holiday, what can I do?**

The onus of planning and applying for optional holiday is with the employee otherwise default optional holidays will be assigned.

62. **When should I apply for Optional Holiday?**

Optional Holiday window will be opened twice for the calendar year for employees to opt (1st window- 19th Jan to 31st Jan) and (2nd window- 1st July to 31st July)

63. **I follow client holiday calendar; Can I apply for Optional Holiday?**

No, you need to adhere to client mandated Holiday Calendar.

64. **Can Optional Holidays be carried forward to the next calendar year?**

No, Optional holidays cannot be carried forward to the next calendar year.

65. **Can I choose any holidays from the optional holidays list irrespective of the state (as per system alignment)?**

Yes, you can choose any holidays from the optional holidays list irrespective of the state (as per system alignment).

66. **Can I choose same optional holiday if it's already mandated (8 defined holidays) for the state (as per system alignment)?**

No, you cannot choose those holidays from the optional holidays list if they are already mandated holidays for the state (as per system alignment). You can choose any holiday apart from the 8 mandated holidays assigned to your state (as per system alignment).

67. **Can I apply 2 Optional Holidays in H1?**

Yes, you can choose and apply for both the Optional Holidays in the first window which open in H1.

68. **Can I apply for 2 optional holidays in H2?**

No, you can only apply for 1 optional holiday in the second window in H2. As default optional holiday shall be auto-applied by the system.



69. **I am a new joiner with date of joining in August (post optional holiday window is closed). Will I be able to choose my Optional Holidays?**

You will be assigned the defined default optional holidays as per the city of your office location. Please note only future holidays will be assigned and will be limited to the default Optional Holiday for the city.

## **I.7 Auto-deduction of PL**

70. **Why is this change being implemented?**

Good attendance is essential to the quality of services we offer, and for the smooth and efficient operation of business. In this context the existence of attendance records of employees becomes absolutely critical. This has been regularly communicated to employees also. While a large section of the employees has been disciplined in maintaining their attendance records, a portion of employees has been lacking this discipline. To ensure greater discipline around maintenance of attendance records, this change is being implemented

71. **Why has the window for attendance regularization been reduced from 90 days to 30 days?**

The need to have a clear picture of employee attendance is served better, if it is closer to real time. Keeping attendance records up to date in real time may not be possible for a variety of reasons (travel / work from home etc.,). On the other hand a 90-day window to regularize attendance defeats the objective of having a clear picture of employee attendance and creates the possibility of errors creeping in. In view of this the window has been reduced to 30 days

72. **Do I need to regularize my attendance records even when working at a client site?**

Employees working at a client site can get their name added to the exclusion list. Employees on the exclusion list will not be marked as absent and therefore there is no need to regularize your attendance. However they still would have to regularize their attendance in case they are claiming shift allowances

73. **Will this have any impact on my ability to claim shift and on call allowances?**

While attendance records are validated before paying out shift allowances, it does not impact your ability to claim shift allowances as long as your attendance records are up to date. It would actually place you in a better position since you would have your attendance records in place, which removes any roadblocks to the act of shift allowance claims being validated.

74. **What if my leave is adjusted wrongly even if I have regularized my attendance?**





You have a full 30 days to get your leave records updated correctly. It is important that you stay in touch with your people manager to make sure that your attendance regularization inputs are updated correctly

