



Leave Policy:

Leaves in Affine are calculated and granted in one Financial year (1st April to 31st March) and segregated into: Earned Leaves, Casual/ Sick Leave, Optional Leave and Public Holidays.

Guidelines for taking leaves (applicable across leave types)

- It is expected that leaves will be scheduled in manner which addresses the employee's needs as well as Affine's project & team requirements
- All leaves should be approved by the project manager / reporting manager of the concerned Employee.

Submitting a leave request does not ensure confirmation; it is recommended that the employee obtains approval before making travel plans / booking tickets etc.

- In case your leave plans are changed post approval, please notify the approving authority & HR immediately
- New joiners who do not have sufficient leaves in their account will have to opt for LOP (loss of pay)
- In case an employee takes leave within 1 month of their joining then along with the business days, weekends and company declared holidays will be counted as leave days

Earned Leave

Earned Leave is the leave which is earned by an employee by the discharge of his/ her duties in a certain period of time. At Affine, we grant Earned Leaves on a quarterly basis.

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Eligibility

- All permanent employees of Affine are eligible to take earned leaves
- The maximum number of earned leaves permitted in a year is 20 days. At the start of each quarter, 5 days would be added to the EL balance of each employee
- For employees joining after the start of the financial year, the EL eligibility would be computed on a pro rata basis
- For any transferred employee from India to US or vis versa, EL will be paid out with the full & final settlement
- An employee cannot avail leaves from upcoming quarter (in advance) within 6 months of the date of joining

Accumulation / Carry Forward

The ELs accrued are meant to be used in the same year & employees are encouraged to plan their leaves to take benefit of them. If an employee is not able to use all accrued ELs in the year, then he / she can carry forward the unutilized ELs to the next financial year. However, the maximum no of such ELs that can be carried forward is capped at 10. Unutilized ELs over and above that can be en-cashed during the close of the financial year

Sick / Casual Leaves

Sick/ Casual leaves are meant to be taken under the following conditions are usually short notice leaves and are taken under the following instances:

- Compassionate leave
- Sickness of the employee
- Urgent personal reasons

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- Illness in immediate family

Sick/ Casual leaves are short notice leaves & all Casual leaves must be approved by reporting manager either before or after (within 2 days) the leave is taken. In case the leave requirement is sudden & a prior approval is not taken, the employee is expected to inform the supervisor / project manager by 9 am on the day of leave.

- At Affine, employees are granted 6 days of Sick & Casual leaves for the financial year (AprMar)
- For employees joining mid-year, this eligibility would be computed on a pro-rata basis.
- These leaves cannot be clubbed together with Earned leaves
- An employee cannot avail more than two Casual Leaves at one go. If this happens it will automatically fall into the category of Earned Leaves. More than 2 casual leaves cannot be taken at one go
- Sick leaves are the time off from work to stay at home and address to the health and safety needs
- In case of sick leave amounting to more than 3 days, a doctor's certificate of illness is mandatory
- Unused Casual Leaves & Sick Leaves are calculated on pro-rata basis and expire at the end of the financial year & cannot be accumulated / carried forward to the next calendar year
- For any transferred employee from US to India or vis versa, the remaining CL will lapse

Optional Leave

An employee can avail 2 optional leaves at any time of the year. The reasons are no longer restricted to birthday (self) or anniversary (self). It can be clubbed with Earned Leave. For any transferred employee from US to India or vis versa, the remaining optional leave will lapse.

Note: Optional leave cannot be en-cashed or carried forward.

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Compensatory Leave

Employees are eligible for Comp off leave in case they are required to work on any Affine declared holidays or weekends. The Comp off needs to be approved by the Manager and VP, post which the HR team would credit the Comp off to the individual's leave account. The comp off has a validity of 3 months from the day worked in lieu of the comp off. In-case a Manager misses out approving the Compoff within the validity period then the same number of Earned leaves will be deducted from the respective Managers' account.

- For any transferred employee from US to India or vis versa, the pending Comp off will lapse

Note: Compensatory Leave cannot be encashed or carried forward.

Public Holidays

The public holiday list will be shared by the HR department at the beginning of each calendar year. If an employee is working from client location, they will follow the client holiday calendar. Respective project manager has to share client holiday calendar with HR & Delivery Head.

Caregiver Leave Policy Introduction:

At Affine, we understand that losing a loved one can be unexpected and a difficult time in one's life. Therefore, Affine provides a paid time off to grieve the loss of a loved one, attend funeral services, and take care of any personal matters.

Eligibility

All active employees of Affine are eligible to avail this leave and there is no minimum period of company service required.

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Process

- The employee should notify and discuss the Caregiving Leave plans with the Manager and HR
 - While business requirements must be taken into consideration, respective Manager will work with the employee to ensure that the workload does not restrict one from taking this leave
 - In case of any leave extension, employee needs to inform their Manager and then Managers will have to take necessary approvals from Sr. Managers/ VP
 - During the caregiving leave period, the email ID will be directed to their Manager
- Entitlement to Caregiver leave
- Employees can take Caregiver Leave for up to Ten (10) working days in the event of death of an immediate family member
 - Upon return, the leave needs to be updated on GreytHR

Note: Caregiver Leave is granted in addition to the Earned leaves. This cannot be carried forward/encashed.

Special Leave Policy Introduction

At Affine, employee's well-being is our utmost concern. In order cope with COVID related challenges, Affine provides a paid time off to employees who are tested covid positive so that they can recover faster.

Eligibility

All active employees of Affine are eligible to avail this leave and there is no minimum period of company service required.

Process

- The employee should notify and discuss the covid Leave plans with the Manager and HR
- HR will inform the Insurance Team for any medical help that an employee might need
- In case of any leave extension, employee needs to inform their Manager and then Managers will

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have to take necessary approvals from Sr. Managers/ VP

- During this leave period, the email ID will be directed to their Manager

Entitlement

- Employees who are tested covid positive can take this special leave for up to Four (4) working days
- Employee will have to provide a certified medical report prior to availing the leave
- Upon return, the leave needs to be updated on GreytHR

Note: Covid Leave is granted in addition to the sick leaves and cannot be carried forward/encashed.

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