

**Applicability:** All Employees

Reviewed By            Corporate HR

Recommended By    CHRO

Approved By           CEO

---

**1.0 Objective:**

To outline the Notice Period guidelines for employee separation.

**2.0 Scope:**

This policy shall apply to all employees based at all India locations.

**3.0 Definitions:**

- **Resignation Letter:** A voluntary and formal notification on Employee Separation Module (ESM) in Peopul made by an employee requesting to be relieved from the services of the Company.
- **Resignation Date:** The date on which an employee resigns from the services of the company on the Employee Separation Module (ESM) in Peopul.
- **Notice Period (NP):** This is the mandatory period as per the **Guidelines** mentioned in Sl. No. 4, which an employee is expected to serve after resignation.
- **Permanent Employees:** Employees in the grade TP, M01/D01 and above.
- **Client Site Employees:** Employees working at the client site under the PS LOS.
- **Temporary Employees:** Employees in the grade 'A'
- **Part-Time Employees:** Employees in the grade 'CON' and 'PA'
- **Apprentice:** all grades

#### 4.0 Guidelines

The Notice period matrix applies to the employees as mentioned below –

Sector / LOS	Notice Period	Notice Period
	(Post confirmation)	(Under Probation/ Training Period)
SOFTWARE*	60 days	30 days
PRODUCT / AICS / FINATO	90 days	60 days
BPO	30 days	30 days
	60 days	
	90 days	
SALES	30 days	30 days
	60 days	
	90 days	
SUPPORT / SHARED SERVICES	30 days	30 days
	60 days	
	90 days	
R&A-BPO / CMS / RESEARCH & ANALYTICS	30 days	30 days
	60 days	
	90 days	
R&A - IT	90 days	60 days

- Associates across the functions will have a notice period of 30 days.
- The notice period mentioned in the contract/offer letter will apply to the apprentices **Resignation Guideline:**
  - Employee will submit resignation on Employee Separation Module (ESM) in Peopul to the E+1 or reporting manager. Once the resignation is approved by the reporting manager, the employee will serve the notice period. The notice period starts from the date of resignation.
  - Reporting Manager / E+1 will approve the resignation and Last Working Day (LWD) on ESM on Peopul. Post which the HR will approve the resignation.
  - HR will issue the resignation acceptance letter through ESM to the employee.
  - In rare cases, a notice period waiver may be considered. In exceptional cases, the reporting manager shall do due diligence to recommend a notice period waiver to the Delivery/LOS Head. HR will give the final approval as per the grade matrix below.

<b>Grade Category</b>	<b>Approver 1</b>	<b>Approver 2</b>
Upto E/S04 & Part-time, Temporary & Apprentices	Department Head	ASST. VP HR
E/S05- E/S07	Department Head	ASST. VP HR
E/S08- E/S10	LOS Head	CHRO
E/S11 & above	LOS Head	CHRO & CEO

#### **Important Points for Resigned Employees:**

- Resigned employees are not eligible to avail any leaves during the notice period except in case of emergencies.
- In case employee avails any leave during notice period then, the notice period gets extended to the extent approved leave, availed by employee.
- In the case of grade change during Annual Appraisal, the Notice Period shall be applicable as per the revised grade, mentioned in the grid mentioned in **Guidelines** (Sl. No.4)
- Client site PS employees and Temporary employees will be governed by the Notice period clauses mentioned in their Appointment Letter.
- Apprentice shall be governed by the terms and conditions of the apprenticeship / offer letter.

#### **5.0 General:**

- This policy outlines the spirit behind the company's approach to bringing absolute transparency in communications as regards its policies. Therefore, personnel covered by this policy are expected to respect the rules and standard procedures governing this policy. Where circumstances are abnormal or situations not anticipated or defined in this policy, arise, such matters should be referred to the HR Department for resolution in a matter that is consistent with the whole aim and spirit of this policy.
- Deviation to this policy in any form will not be entertained and will be viewed seriously.
- This policy supersedes all other policies, procedures, and practices prevalent on this subject to date. The company reserves the right to add to, alter, amend, or cancel this policy at its discretion.