

# India Separation Policy

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## Record of Release:

Version No.	Created / Modified By	Reviewed By	Authorized By	Release Date	Modification Done
1.0	Deepak R	Raaman VS	Aboli Deodhar, Sagar Sane, Rajesh Shetty	November 14, 2022	This document is derived from LTI document namely 'Separation Policy' Version 3.1 dated 08-Apr-2022
2.0	Deepak R	Raaman VS	Rajesh Shetty B	May 16, 2023	Notice period payout/recovery policy updated
3.0	HRSS	HRSS	HRSS Head	Jan 1, 2025	Footer updated as per Information classification labelling guideline. Revision of ID Card Recovery amount. Other Minor changes updated.

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## 1 Purpose

India Separation Policy ('the Policy') of LTIMindtree ('the Company') defines set procedures for handling all aspects of associate resignation for India based associates. It is aimed to ensure smooth separation of the associates from the organization.

## 2 Authority and Approval

This policy is maintained by the HRSS India Separations Team.

## 3 Effective Date

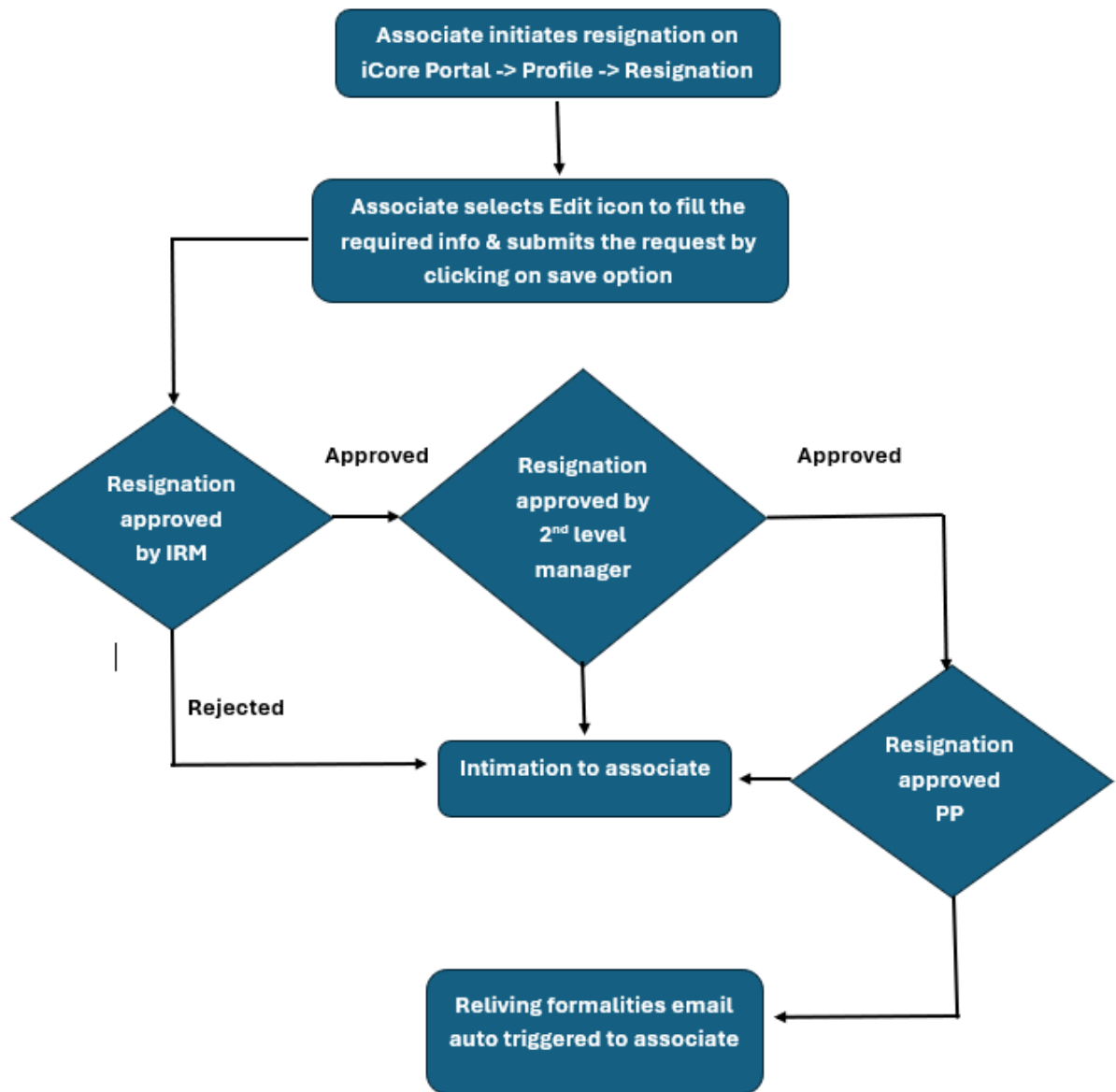
This policy is effective from May 16, 2023.

## 4 Scope

The policy shall apply to all permanent associates of the Company working in India.

## 5 Policy

### 5.1 Resignation in iCore:



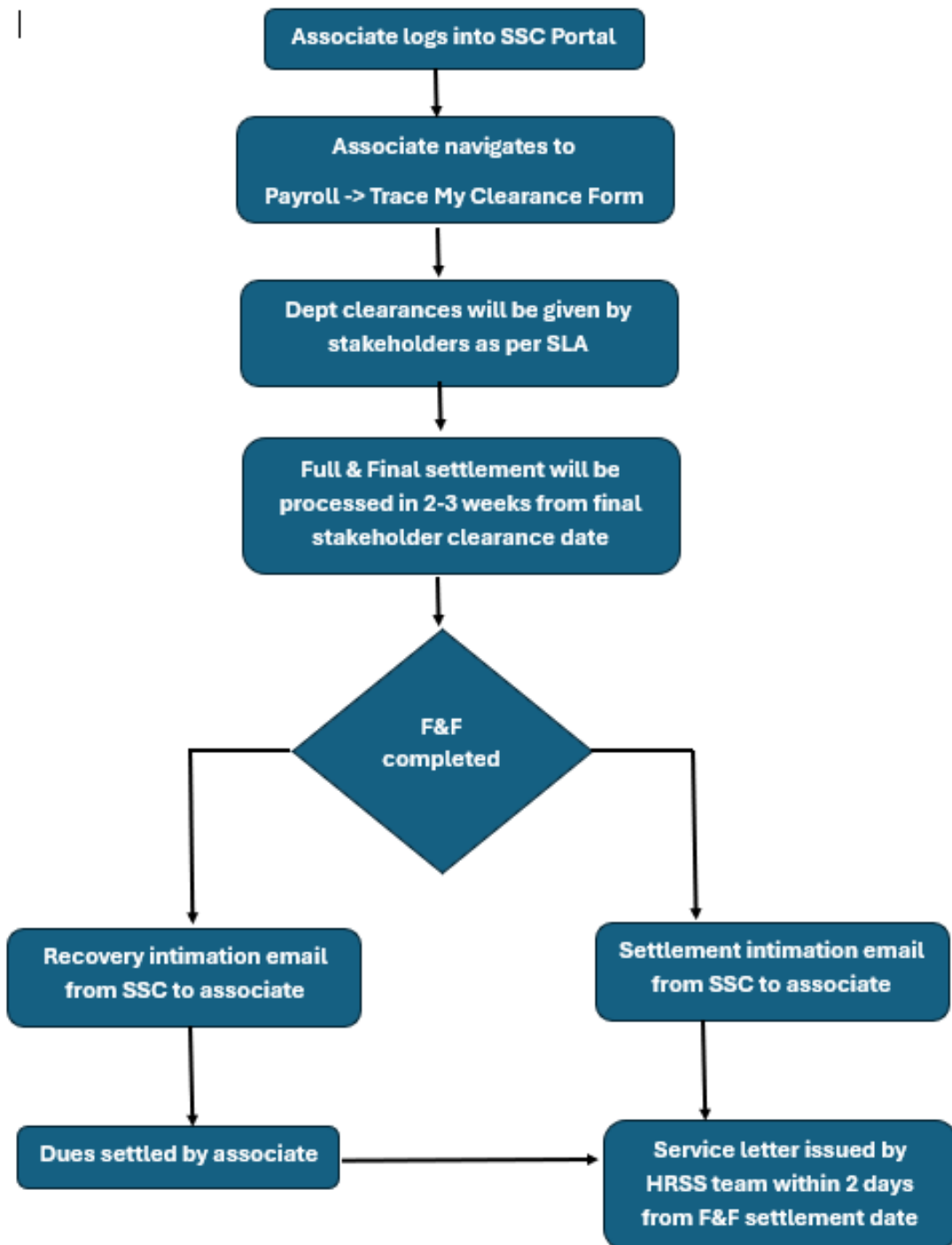
- a. Email on reliving formalities would be triggered from iCore to the associate and would include information about their resignation formalities and the activities to be completed. Exit Interview link in iCore will be activated by People Partner (PP), which needs to be filled in by the on or before their last working date (LWD).
- b. Notice period is 90 days.
- c. Any leave applied during the notice period will lead to extension of last working day, by same number of days as leave applied. e.g. If your LWD is 04-Mar-2022, if you apply 2 days leave then LWD will be 06-Mar-2022. While extending if LWD falls on weekend, then it would be set for the next working day.
- d. Unapproved resignation request will be viewed in iCore – My pending requests.
- e. Once PP has approved the resignation request can be viewed in my profile -> Resignation.
- f. Last working day will be calculated as per resignation request raised in iCore system.
- g. Reliving letter will be issued by HRSS India Separations team on associates personal email address updated in iCore.
- h. If the associate is eligible for any reimbursements, they must apply for the same in iClaims and get it approved by manager on or before LWD.
- i. Weekend application, Holiday working application and Shift application needs to be completed in iTime and approved by the manager on or before LWD. Timesheet submission must be done till the LWD, attendance regularization can be skipped for last 2 days of notice period and only timesheet submission is required.
- j. If there is any tax liability, supporting documentary proofs must be submitted accordingly otherwise it will be deemed that there are no investments / documents and tax will be calculated and deducted accordingly. This needs to be submitted and approved on or before LWD in SSC portal.
- k. Proof of investments for inclusion to FORM C should be submitted online at SSC Portal ->Payroll->FORM C
- l. Any commitment on salary payment in lieu of the “Notice” Period or recovery in lieu of “Notice” Period will be calculated only on the associate’s monthly Gross salary component.
- m. For any exception cases, decision will be based on Management discretion.
- n. For retainers, PP will intimate the LWD to separations team.

- o. For Professional Services & contractors, Subcon Admin team will initiate the resignation process and will intimate LWD to separations team.
- p. For Leave encashment calculation, please refer the leave policy.
- q. For Gratuity eligibility guidelines, please refer the gratuity policy available in Policy portal
- r. Please do note, last month's salary will be processed along with FNF settlement and hence salary account must be kept active till that time.
- s. ID & Access card must be surrendered to ID Card printing kiosk or to the location admin SPOC on LWD. Failing which Rs.750/- will be deducted in F&F settlement.
- t. At the superannuation age of 58 years, retirement process will be completed by separation team.
- u. In case, the Company terminates the employment, the same notice period will apply.
- v. If associate resigns on international travel, it is important that
  - i. Employer incurs the expenditure towards Travel, Immigration and Relocation of associate who relocate to other Geos and these costs are incurred with a clear assumption that the associate would return to base Geo after completion of the assignment.
  - ii. Company reserves the right to insist that the associate returns to the Base Geo after completion of the assignment.

In light of the foregoing:

- i. If an associate prefers to resign after giving notice (as per the appointment letter) they would be liable to pay the actual costs incurred by the company towards their Immigration, Travel, relocation etc.

## 5.2 Clearance form and Full & Final Settlement in SSC portal





- a. Associate needs to handover company assets to concern departments on or before LWD.
- b. The full and final payment will be processed only on receipt of the approved clearance form from all stakeholders in SSC portal.
- c. Associates need to update their contact information & personal email id in both SSC Portal and iCore. This enables the respective stakeholders to reach out for further information, post associate's exit from the organization.
- d. Associates must keep their LTIMindtree salary account active till their Full & Final Settlement is processed.
- e. Associates will have access to SSC portal even after their last working date.
- f. Associate's Form 16 will be available for direct download from SSC Portal, once it is generated (tentatively in month of June for the previous financial year).
- g. EPF/EPS withdrawal can be initiated through the SSC Portal. In case of any queries, please raise a helpdesk ticket on SSC Home page. The transfer of PF can be initiated from EPFO website.
- h. Service Letter will be issued after completion of Full & Final Settlement. In case of any recovery from associate, service letter will be issued based on recovery payment confirmation from associate.

For any queries relating to Relieving/Service Letter or Full & Final Settlement, pls write it to [HRSS.IndiaSeparations@ltimindtree.com](mailto:HRSS.IndiaSeparations@ltimindtree.com)

## 6 Definitions

Term	Description
HRSS	HR Shared Services
PP	People Partner
SSC	Shared Service Centre
F&F	Full and Final settlement
LWD	Last working day

## 7 Expense Claiming

Term	Description
iCore	<a href="https://icore.ltimindtree.com">https://icore.ltimindtree.com</a>
iTime	<a href="https://itime.ltimindtree.com">https://itime.ltimindtree.com</a>
SSC	<a href="https://ssc.larsentoubro.com/PrmHome">https://ssc.larsentoubro.com/PrmHome</a>
Leave	<a href="#">HR Policy</a>



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