



THINKNYX TECHNOLOGIES LLP

HR Operations & Guidelines

Leave Policy - 2020

Document Revision History:

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General Condition of Service

1.1 Office Hours

The normal working hours of employees of Thinknyx Technologies LLP (hereinafter referred to as Thinknyx) shall be from 9:30 a.m. to 6:00 p.m. (8 working hours with half an hour lunch break), 5 days a week, unless otherwise authorised in writing by the Head – HR & Operations. Employees can avail off the facility of flexi-hour where they can request for change in their office hours by up to one hour, i.e. they can follow either 8:30 a.m. to 5:00 pm or 10:30 a.m. to 7:00 p.m. Any request for change in normal working hours should first be discussed and approved by the supervisor. In case of a specific project or client requirement, employee will have to follow the client timings.

Employees shall devote such additional hours as may be needed for the proper performance of his/her duties hereunder. The employee shall not be entitled to any additional remuneration for any additional hours worked.

1.2 Work from Home

In situations where an employee is not able to come to office due to medical, security, transportation and other reasons but can perform his duties from his home, the employee can request the supervisor to approve their request to work from home. Work from home will be approved on a case-by-case basis by the supervisor, up to a maximum of four (4) days per month. The concerned employee is required to make a request along with the work plan in writing/email to his supervisor to approve his request for 'Work from home'. During work from home employees should respond to phone calls and emails.

In case an employee is travelling for official purpose during the work day or late evening or early next morning, he/she may request work from home, etc. However, this should not increase the 4 days limit for each month as mentioned above.

While approving work from home, the supervisor will be responsible for giving necessary intimation to all the concerned employees about such approval. The supervisor is responsible for maintaining record of total number of work from home allowed by him to his reportees in a month and submit this information to Head – HR & Operations at the end of the month.

Under the following situations an employee should not apply for work from home but should apply for sick/casual or annual leave:

- 1) Family emergency
- 2) To attend marriage or other function at home
- 3) To attend parents meeting at school/college
- 4) Travelling to or from other states, etc

1.3 Leave & Holidays Entitlement

Thinknyx Technologies employees will be entitled to the following types of leaves:

- 1) Annual leave
- 2) Sick leave/casual leave
- 3) Maternity Leave (mandatory under Indian law)
- 4) Paternity Leave (as per standard practice in India)
- 5) Compensatory Leave
- 6) Unpaid Leave

When employees are on leave, they are required to put automatic reply in their official Thinknyx email account with the duration of leave and the details of the back-up officer to be contacted in case of urgent work.

Annual Leave:

All full time employees of Thinknyx with 1 year or more of service will accrue 12 days annual leave in a calendar year.

Those who have not completed one year of service shall be entitled to annual leave on a pro-rata basis. Thinknyx encourages its employees to use all annual leaves by the end of each calendar year. Annual leaves can neither be encashed nor carry forward.

A new employee who is on probation shall not be entitled to more than 6 days leave during the probation period.

Employees should immediately return to work after their annual leave. However, in case of emergency or due to medical condition if it is foreseen that the employee may return late from annual leave, S/he must inform the supervisor and to obtain his/her approval.

In exceptional circumstances, Thinknyx may cancel or recall an employee on annual leave to attend to urgent business need. For this purpose, proper intimation must be sent to the employee by his supervisor. In such cases, the employee should join back his service within 48 hours from the time of receiving such intimation.

Casual/Sick Leave:

All full time employees of Thinknyx are entitled up to 6 days of casual leave (including sick leave) in a calendar year to meet personal emergency. Casual leaves can be availed only on a proportionate basis during the year. In case of more than 3 days of continuous sick leave an employee is required to submit medical certificate. Casual leaves can neither be encashed nor carry forward.

Maternity Leave:

All full-time women employees of Thinknyx India are eligible for continuous maternity leave of 26 weeks including weekends and holidays with full pay, for a maximum of two children. A woman who already has two or more children is entitled to 12 weeks of maternity leave.

Paternity Leave:

All full-time men employees of Thinknyx India are eligible for paternity leave for up to two children during their tenure of service with the organisation. Paternity leave will be of 10 working days on each occasion. It can be taken together or separately within 2 months of the child's birth.

Compensatory Leave:

Employees who have worked during a holiday (Sunday or other recognised holiday) due to some business exigencies will be entitled to compensatory leave of one day. The employee should take approval from the supervisor to work on a holiday. The compensatory leave should be taken with intimation to and approval of the supervisor.

Unpaid Leave:

In emergency situations, where an employee has fully exhausted all his entitled leaves for the year, the employee may apply for unpaid leave. However, such leaves will be at the sole discretion of Thinknyx and is required to be approved by both the immediate supervisor and the Head – HR & Operations of Thinknyx.

Paid Holidays:

All Thinknyx full time employees will be entitled to 11 paid holidays in a calendar year. Every year in December, Thinknyx will share with its employees the list of these 11 paid holidays for the next calendar year. Employees are not required to make any leave request to avail these holidays. The list of holidays for the calendar year 2020 is provided in Annexure 1 to these guidelines.

1.4 Leave procedure

An employee of Thinknyx who is entitled to and wishes to take leave as per these guidelines, should request his/her supervisor for the leave. All requests for leave for more than two continuous working days must be made at least one week in advance except in case of emergency. In case of sickness or other medical emergency, intimation should be given to the supervisor and to the Head - HR & Operations on the first day of absence or as early as practically possible. In this case a formal leave application along with copy of prior intimation and medical certificate (wherever applicable) should be submitted immediately to the supervisor and Head – HR & Operations upon resuming office for their approval.

Leave application must be in writing and can be made through email communication. No leave request can be made or approved through SMS, WhatsApp, Facebook or other social media networking mode. In order to be valid and effective, a leave must be approved in writing by the supervisor of the employee.

Every employee who approves leaves of another employee as his/her supervisor must on a fortnightly basis provide details to the Head – HR & Operations of all leaves approved during this period. The supervisor may copy the concerned officer in the Operations Department for this purpose.

Annexure 1

Holiday List – 2020		
S.No.	Date	Holiday
1	Wednesday, 01 January, 2020	Republic Day
	Sunday, 26 January, 2020	
2	Tuesday, 10 March, 2020	Holi
3	Friday, 10 April, 2020	Good Friday
4	Thursday, 7 May, 2020	Buddha Purnima
5	Saturday, 15 August, 2020	Independence Day
	Monday, 17 August, 2020	
6	Tuesday, 11 August, 2020	Janmashtami
7	Friday, 2 October, 2020	Mahatma Gandhi Jayanti
8	Sunday, 25 October, 2020	Dussehra, Durga Puja
	Monday, 26 October, 2020	
9	Friday, 13 November, 2020	Diwali / Lakshmi Puja
	Saturday, 14 November, 2020	
10	Monday, 16 November, 2020	Goverdhan Puja
11	Friday, 25 December, 2020	Christmas