

Employee Handbook - Leaves

The purpose of leave policy is to help all eligible employees of the Company balance their personal and work lives.

Paid Time Off (PTO) - Philosophy and Objectives

Paid Time Off (PTO) is designed to provide you with paid time away from work to pursue your interests, spend valuable time with family and friends or simply relax and renew your enthusiasm. Conrad Labs strives to provide you with as much flexibility as possible so you can manage and use your paid time off for maximum personal benefit.

Eligibility & Entitlement

- You are eligible for PTO if you are a full-time employee of the Company and have completed your probationary period. A regular full-time employee is someone who is gainfully employed to work 40 hours per week other than on a temporary, contract, or seasonal basis
- You have an opportunity to earn 15 days of PTO each year if you are a regular full-time employee
- Only working days taken off will be counted as leave
- During the probation period, your salary would be subject to adjustment based on your time off

- Unused leaves at the end of the calendar year will be carried forward (See section **The Carryover Schedule** below)

Using PTO

Before making a holiday commitment, employees must consult with their team leads. A holiday/leave request form should be completed and submitted to the lead. Whenever possible, employees are expected to apply for PTO in advance, ensuring that the impact on their team's plans and commitments is minimal. An employee must receive prior approval from the team lead before proceeding on any PTO.

Usually, the following notice is required:

- **Leave:** 1-2 days --- **Advance Notice:** 2 days
- **Leave:** 3-5 days --- **Advance Notice:** 2 weeks
- **Leave:** 6+ days --- **Advance Notice:** 1 month

Other considerations

- All PTO, irrespective of the advance notice, will need to be aligned with Project deadlines, Code Freeze, and Releases.
- Employees need to inform their team lead before 10 AM that they will not be able to come to work. Failing to inform in time will be considered a half-day off.
- All leaves are approved at the team lead's discretion. Every effort will be made to accommodate employees' requests, but in certain instances, employees will be required to make alternative arrangements if their absence causes operational difficulties.
- If an employee uses all of their leave and vacation time and needs additional time off, the Management may, at their discretion, allow for unpaid leave.
- In the event of leaving the Company, there is no cash-out of unused PTO.
- PTO cannot be used after resignation during the notice period.

The Carryover Schedule

Up to 8 unused PTO days may be carried over to the next year. Employees with account balances of 23 days, at any time during the year, will stop accruing PTO until their account balances are brought below the 23-day maximum balance.

Medical Leaves

Eligibility & Entitlement

All regular full-time employees are eligible for medical leave of 5 days per year. When medical leave is used by an employee, only the number of actual working days is treated as medical leave.

Using Medical Leave

- The employee must inform the management and team lead to apply for medical leave. The management may request relevant documentation, and the employee must submit a medical certificate from a doctor or hospital advising inability to work on medical grounds.
- If an employee requires an extension of medical leave, they must give a medical certificate along with the leave application, requesting such an extension. Medical Leave extension shall not be beyond a maximum of 5 days per year.
- Medical Leave cannot be accumulated or encashed and shall lapse at the end of the year.

Compassionate Leaves

Eligibility & Entitlement

Regular full-time employees that experience the death of an immediate family member may be granted a paid compassionate leave in keeping with the specific circumstances, not exceeding 3 days.

Using Compassionate Leave

- While using compassionate leave, employees must be on active pay status the work day before and after the required leave period and must be regularly scheduled to work on the days on which the leave period falls in order to receive compassionate pay.
- For this policy, immediate family members include Children, Parents, Spouse, Parents-In-law, Grandparents, Grandparents-In-Law, Son, Son-In-Law, Daughter, Daughter-In-Law, Brother, Brother-In-Law, Sister, Sister-In-Law, Aunt, Uncle, Niece, Nephew, and a Grandchild.
- A leave form should be completed and approved by your Team Lead.
- Compassionate leave cannot be accumulated or encashed.

Maternity Leaves

Eligibility & Entitlement

The Company recognizes that some female employees may need to take time off for their confinement and post-natal care. All female employees who have been regular full-time employees for over 1 year with the Company can use paid maternity leave to a maximum of 3 calendar months.

Using Maternity Leave

A female employee desirous of maternity leave shall inform the respective lead and HR, at least 3 months before the planned date of going on maternity leave. This is to give enough time to make alternative work arrangements during the absence of the employee while on maternity leave. Maternity Leave cannot be extended beyond the 90-day period. However, if the employee is in need of an extension, she may use PTO out of her PTO balance, with permission from her lead or the Management.

Paternity Leaves

Eligibility & Entitlement

All male regular full-time employees of the Company can use paid paternity leave for up to 5 working days.

Using Paternity Leave

A male employee desirous of paternity leave shall inform the respective lead or the Management at least 2 weeks before the planned date of going on leave.

Hajj Leaves

All regular full-time employees are entitled to 15 paid days of leave to fulfill their religious obligations after completing one year of employment. This leave can be taken only **once during the tenure of employment**.

Umrah Leaves

All regular full-time employees are entitled to 5 paid days of leaves for Umrah after completing one year of employment.

* Umrah and Hajj leave cannot be taken in the same calendar year. Umrah leave can be taken only **once every five years** during the tenure of employment.

Matrimonial Leaves

All regular full-time employees are entitled to 5 paid days of leaves for their marriage after completing one year of employment.

Unpaid Leaves

In case all leaves for the employee have been exhausted and the employee has to take leave due to circumstances beyond their control, the employee's team lead, in consultation with the Management, can grant the leave without pay on a discretionary basis up to a maximum of 15 days. Any leave above this will be dealt with by the Management on a case-by-case basis.

In case of unpaid leaves beyond one calendar month, the following terms will also be applicable

- Employee's rejoining will be subject to availability of the position.
- Employee benefits i.e. Medical outpatient etc will be calculated on a pro-rated basis.
- Employee's increment will also be calculated on a pro-rated basis (after an employee joins back, days of unpaid leaves will be deducted from the service period for calculation purposes).

General Rules for Applying for Leave

- Absence without permission or sanction will be without pay, whether leave is due or not.
- Team leads and Management are responsible to make sure that the leave process is duly followed.
- Leaves of any kind must be sanctioned before being taken. Such sanction must not be assumed or taken for granted. All reasonable requests for leave will be considered. It will be granted, keeping work issues in mind.
- For using leave, the employee must get every leave approved by their lead in writing at least one day in advance of taking such leave. Approved leave application should be submitted to Human Resources before the start of a leave.
- Management reserves the right to refuse, alter, revise, curtail, or revoke any leave at any time, as may be deemed necessary or expedient, except as contrary to local law.
- All employees shall resume duty immediately on expiry of leave sanctioned to them unless an extension has been applied for in advance and sanctioned in writing by the Company. If a sanction with respect to an extension of leave is not received by the employee, it must be presumed to have been refused.