

# Working hours and Leave Policy

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## Working hours and Leave Policy

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This document provides details around defined working hours and leave policy for the company

### Objective

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To synchronize work for maximum output but also at the same time it emphasizes company's commitment to maintain a work-life balance. Guidelines are provided for working hours & administration of leave.

### Coverage

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All employees including permanent employees and probationers. .

### Policy and Procedure

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#### **Working Hours:**

Josh Software is committed to serve its stakeholders round the clock but is also aware of the importance of work life balance.

1. Hence employees are provided with flexibility of working hours. Company doesn't specify any timings for work; however, we believe for an employee to fulfill their KRA, work effectively and complete their tasks and goals, an average of 8 hours per day of work is required and expected. Employees must also ensure that their working pattern is not hampering other's work, they are available for required prescheduled meetings and if project demands, are able to align themselves with customer's timings and work ethics.
2. Company runs its regular operations on 5 working days of the week, i.e., from Monday to Friday. All employees are eligible for weekly offs on Saturday and Sunday

However, if business requires, employees may be required to work an exceptional weekly off. Prior information shall be provided to concerned employees in such cases.

3. Employees are not required to follow any formal method of marking their attendance, however all employees who come to office must maintain a log of their entry in the register present at the reception.

#### **Leave Guidelines:**

1. The leave year for the purpose of calculation will be 1st January to 31st December.
2. The types of leaves covered under this policy are:
  - I. Annual / Earned Leave (AL)
  - II. Public Holidays
  - III. Work from Home (WFH)
  - IV. Maternity Leave
  - V. Paternity Leave

**Annual Leave (AL):**

1. All employees are entitled to 24 days of Annual leaves (AL) for every year of employment. Leaves will be credited on pro-rata basis starting from 1st January every year based on date of joining.
2. AL can be availed for reasons of casual, sick, and vocational leaves.
3. Interns joining for fixed term are not eligible for formal annual leaves.
4. Barring occasional, unplanned short duration leaves, AL must be applied for, and sanction obtained from your supervisor, before proceeding on leave.
5. Annual Leaves taken for a period of 5 days or more must be applied for and informed to the manager atleast 30 days in advance of the expected start date of the leave.
6. Intervening weekly offs, and paid holidays during a leave period will not be treated as leave. AL will be availed only for actual working days.
7. At the end of the year every calendar year, all pending leaves shall lapse. There is no accumulation, carry forwarding or encashment of leaves that happen to/in the following year.
8. In case employee is taking approved leaves beyond their eligibility quota for that year, leave without pay shall be considered for the excess number of days. The same is should be intimated by the manager to HR while approving.
9. In case of resignation from the company as well, company doesn't provide encashment of utilized leaves.

**Public Holidays:**

All employees are eligible for 10 public holidays in a calendar year.

Out of 10 public holidays, there are 8 holidays that are declared as mandatory and additional 2 holidays can be availed from the given list of optional holidays by applying for the same 1 month in advance of the said holiday.

The actual dates will be usually notified in the month of January every year.

Please note that employees who are working on project, they might be assigned holiday calendar followed by the client. In such a case, Josh holiday calendar won't be applicable to them.

**Work from Home:**

1. In circumstances where an employee is not able to attend office can avail work from home.
2. It shall be approved, basis manager's judgement of employee's work habits and performance, if it confirms they will be able to work independently and have no dependency on the physical work environment & resources from the company.

3. Employees must apply for work from home option through company's defined system at least one day in advance along with proper reason for application of work from home.
4. If due to work exigency an employee is required to be present at office, the reporting manager will have the authority to cancel his/her work from home approved earlier.
5. In the event of a last-minute meeting planned in office where the employee is required to participate, he/she will make sure that he/she attends the same irrespective of the work from home option.
6. The employee should be contactable on phone and email during the working hours and while availing the option to work from home.
7. Employees will not be allowed to meet any customer or client at home. In any case if they feel that it will be essential to meet somebody at home for business purpose, they have to take prior permission from their reporting Manager.
8. Employees will be expected to safeguard the access of confidential information even from the family members.
9. In the event, if the employee is unable to work because of any reasons then the regular procedure of applying for leave should be followed.
10. In any event of team meetings or training programs, the employee will either attend in person or through teleconference mode as decided and approved by his/her reporting manager.
11. Employees based at home will be expected to have their own infrastructure including but not limited to furniture, lighting, mobile phone, internet etc.

**Maternity Leave:**

1. Covers all full time female employees of Josh Software.
2. Female employees who have completed at least 80 days of completed service in the twelve months immediately preceding the date of her expected delivery are eligible to avail Maternity Leave.
3. 26 weeks of paid Maternity Leave can be availed for the first two children, of which, not more than 8 (eight) weeks shall precede the date of her expected delivery. However, a woman with already two or more children is entitled to 12 weeks' maternity leave, of which not more than 6 (six) weeks shall precede the date of her expected delivery.
4. For both, commissioning mother and woman who adopts child paid maternity leave will be of 12 weeks, from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
5. Women is required to give notice of absence for maternity leave atleast 6 weeks prior to the date of start of maternity leave.

6. All other terms and conditions regarding payment of salary, miscarriage, termination of delivery due to medical reasons etc. will be as per The Maternity Benefit Act, 1961 or amendments as and when done.
7. Medical certificate mentioning EDD before availing Mat Leave and fitness certificate while joining back is mandatory.

**Paternity Leave:**

1. All male employees are eligible to avail paternity leave of maximum 5 working days, taken at one stretch.
2. The Employee should have completed at least 80 days of service with the company.
3. It can be availed only twice during the service of the Employee.
4. Proof of child's birth needs to be submitted by the employee to HR.
5. It can be availed 15 days before or within 6 months from the date of delivery of child.
6. If such leave is not availed within the stipulated period, it shall be treated as lapsed.
7. In case of adoption, if male employee is single parent, he shall be eligible for paternity leaves of 12 weeks. Proper documentation for the same to be provided to HR.
8. Male employee is required to give notice of absence incase of adoption, atleast 4 weeks prior to the date of start of leave.

**Unauthorized Absence:**

Except in cases of emergency, no leave will be availed without prior approval. In the event of employee proceeding on leave before the leave is approved, he/she may be treated as absent without permission.

In case of emergency departure, the company must receive intimation from the employee for leave within 2 days from the day of absence. If the employee remains on leave without information for 3 days, the company may take necessary disciplinary actions, including suspension or termination of employment.

**Approving Authority**

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Any exception to the above policy will have to be specifically approved by the Directors.