

This work and leave policy document is applicable to all the employees of Finatics Technology Private Limited and SircleTech Labs Private Limited from Jan 2024 to Dec 2024

Work Policy

The company will continue a hybrid work policy where employees will have the flexibility of working from home and office

From 01-Jan-2024, the company will adopt the following work policy

1. The company will work on all days, except
 - 2nd and 4th Saturday
 - All Sundays
 - 10 Holidays as mentioned in the Leave policy below
2. It will be mandatory for every employee (who have completed 1 year with the company) to work from office for at least 12 days in a month. This will be applicable when we start working from the new office. For employees who have not completed 1 year in the organisation, work from office will be mandatory
3. Since the company is offering a flexible work culture, there will be no additional compensation in case the employee is working additional hours (testing or development) because of incomplete/unforeseen work by him/her or by his/her team, unless approved by the manager/management
4. The official working hours will be between 10 a.m. to 7 p.m., from Monday to Saturday, except 2nd and 4th Saturday. If any employee works on the 2nd or 4th Saturday, a compensatory off will be awarded and the same will be added to his/her leave account, subject to prior approval from the manager/management
5. All the team leads will be responsible for their team's delivery and will have to ensure that the allocated work (including bugs) is delivered as per the timelines (irrespective of working hours).

Leave Policy

Employees can avail 10 public/festival holidays in the calendar year Jan 2024 to Dec 2024. Any employee working on the below days will be awarded a compensatory off and the same will be added to his/her leave account, subject to prior approval from the manager/management

The holidays for the year 2024 would be as below

SR NO	DATE	DAY	HOLIDAY
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SircleTech Labs Pvt Ltd

1	1-Jan	Monday	New Year
2	26-Jan	Friday	Republic Day
3	25-Mar	Monday	Holi
4	1-May	Wednesday	International Worker's Day
5	15-Aug	Ths	Independence Day
6	7-Sep	Sat	Ganesh Chaturthi/ Vinayaka Chaturthi
7	2-Oct	Wednesday	Gandhi Jayanti
8	1-Nov	Friday	Diwali
9	2-Nov	Sat	Diwali
10	25-Dec	Wednesday	Christmas

In addition to the public holidays mentioned above, employees would be entitled to a total of 22 days of privilege leave in the calendar year (Jan 2024 to Dec 2024).

1. The leaves would be accrued on a monthly basis. 2 leaves each month and 1 leave in May and December would be credited to the employee.
2. For availing privilege leaves, an employee would be required to apply for the same and get them approved by their respective manager/s
3. Leaves of a longer duration (more than 3 days) will have to be planned and notified to the management at least a month in advance.
4. Any leaves taken for health/emergency will have to be notified as soon as possible.
5. There would be no carryover or encashment for leaves that have not been availed in the calendar year.
6. No leaves can be availed by the employee while serving their notice period or during their probation period.
7. The leave accrual for new joiners will start after the probation period. There would be no privilege leaves in the first 3 months of the joining date.

Employees are requested to plan their leaves during the year. The company would encourage employees to avail all their 22 leaves during the year. However, leaves availed during the last 2 months of the calendar year would be subject to additional approval from Unmesh along with the respective Manager. The approval will be take into consideration the work load during the leave period and number of leaves already availed by the employee during the year

The work policy and leave policy may be subject to change during the year