

## YASH EMPLOYEE POLICY - COMPLETE DOCUMENT

### GENERAL LEAVE TYPES

Earned Leave, Accumulated Earned Leave (AEL), Comp-off (C-Off), Leave Without Pay (LWP), Optional Holiday, Transfer leave & International Travel Preparation Leave (ITPL) are categorized under the general leave types. All leave types can be applied for minimum 1 day and maximum as per the available balance.

#### LEAVE ENTITLEMENT MATRIX:

Leave Type	Entitlement	Accrual Timeline	Carry Forward Rules	Encashment
Earned Leave (EL)	24 days per year	Quarterly advance	15 days max	Yes (confirmed employees only)
Accumulated Earned Leave (AEL)	Up to 60 days max	From carry forward	No	Yes (confirmed employees only)
Comp-off (C-Off)	As earned	When worked on holiday/weekend	90 days validity	No
Leave Without Pay (LWP)	Up to 60 calendar days	As required	No	No
Optional Holiday	As per calendar	As declared	No	No
Transfer Leave (TRL)	As required	One-time	No	No
International Travel Preparation Leave (ITPL)	As required	As needed	No	No

\*Note: AT Grade (temporary) are not eligible for any leave carry forward or encashment.

### EARNED LEAVE (EL) - SECTION 7.1

Employees are entitled to Earned Leave (EL) which includes all kinds of leave like Privilege Leave, Casual Leave, and Sick Leave. This leave type can be used by an employee for any kind of leave requirements to fulfill their personal, social obligations & for work-life balance.

Advance EL credit is for the convenience of the employee so that they can utilize the leaves when needed. However, for calculation purpose at the time of Full & Final (F&F) Settlement, monthly accrual will be considered as 2 leave for a confirmed and 1 for absorption/training/training cum probation.

As a good work life balance practice, YASH recommends an employee to take 5 days leaves in one go once in a year, out of the earned leave balance; if any and spend some time with family for vacation or any other purpose.

#### 1. CREDIT RULES:

- EL will be credited on first working day of every quarter as an advance. For ex: For Jan-Mar quarter, leave will be credited on first working day of January month. New Joiners will get prorated credit on the date of their joining depending on the date they have joined as defined in below matrix.

- EL entitlement for a month is prorated based on number of paid days in the month. Paid Days: Paid days include working days, paid holiday, paid leave & weekends. For every 15 Leave without pay (LWP) 1 leave will be credited less in the next quarter

- EL entitlement is based on employee category i.e. Probation/Training/Training cum probation/Confirmed. Grade AT will be eligible for EL & other leaves only after their confirmation or as stated in the respective offer letter.

- Leave Accrual is not applicable when an employee is on Maternity Leave (ML), Miscarriage leave (MCL), Tubectomy leave (TL), Child Adoption Leave for females (CAL), Critical illness Paid or Unpaid (CIL) or Leave Without Pay (LWP)

#### LEAVE CREDIT MATRIX:

Employee Category	Monthly Accrual	Quarterly Credit	Annual Entitlement
Confirmed	2 days	6 days	24 days
Absorption	1 day	3 days	12 days
Training	1 day	3 days	12 days
Training cum Probation	1 day	3 days	12 days

#### NEW JOINER PRORATED CREDIT:

Joining Date Range	Quarter 1 (Jan-Mar)	Quarter 2 (Apr-Jun)	Quarter 3 (Jul-Sep)	Quarter 4 (Oct-Dec)
1st to 15th	Full Quarter Credit	Full Quarter Credit	Full Quarter Credit	Full Quarter Credit
16th to End	Half Quarter Credit	Half Quarter Credit	Half Quarter Credit	Half Quarter Credit

#### 2. EMPLOYEE ON RESIGNATION:

- No Accrual of EL: When an employee resigns from the services of the company, he/she will not be entitled for any accrual of EL from the date of resignation.
- Recovery based on Advance leave Utilization: In case resigned employee has utilized the advance leaves credited for the quarter, will be adjusted in the full & final settlement based on eligibility. Similarly; advance leaves will not be considered for encashment.
- Recovery based on Carry Forward rule of 15: For existing employees out of 24 leaves only 15 are carryforward to next year. Hence; only the leaves that can be carried forward would be en-cashed. If an employee leaves the organization in between, the encashable leaves would be calculated on pro rata basis as shown in below table and will be adjusted in F&F Settlement.
- Leave will be rounded off as less than 0.5 is 0, 0.5 is 0.5, more than 0.5 is 1.

#### ENCASHMENT CALCULATION FOR RESIGNED EMPLOYEES:

Month of Resignation	Encashable Leave Calculation
January	15 ÷ 12 = 1.25 days
February	15 ÷ 12 = 2.50 days
March	15 ÷ 12 = 3.75 days
April	15 ÷ 12 = 5.00 days
May	15 ÷ 12 = 6.25 days
June	15 ÷ 12 = 7.50 days
July	15 ÷ 12 = 8.75 days
August	15 ÷ 12 = 10.00 days
September	15 ÷ 12 = 11.25 days
October	15 ÷ 12 = 12.50 days
November	15 ÷ 12 = 13.75 days
December	15 ÷ 12 = 15.00 days

#### SECTION 7.2 - TRANSFER LEAVE (TRL)

- In case of permanent base location change to another city of YASH due to business requirement (Order Transfer), an employee can avail this leave type.
- TRL should be availed within one month from effective date of transfer.

### SECTION 7.3 - INTERNATIONAL TRAVEL PREPARATION LEAVE (ITPL)

- In case of international business travel, an employee can avail International Travel Preparation Leave.
- It is recommended to take time-off from work only in case when travel is planned on working day and travel time coincide with work timings.

### SECTION 7.4 - COMPENSATORY OFF (CO)

- If an employee is required to work for any business requirement on a declared national festival & holiday or weekly off day, he/she will be eligible for Compensatory off (CO) in lieu of the same.
- Comp-off can't be accrued in advance.
- CO accrual will be calculated as following and will be subject to approval from IRM:

Number of hours worked	Entitlement
Up to 6 hours	0.5 Day
More than 6 hours	1 Day

- In case an employee is working at Client Location his/her entitlement of CO will be based on approved timesheet from Client Manager.
- In case an employee is working from home on a weekend/holiday or taking part in walk-in's; his/her entitlement of CO will be based on approval from respective IRM & BUH approval.
- For CO accrual, information along with relevant approval should be shared by employee with Team YASH L&A-India. Approved CO will be added in leave balance within 2 working days.
- No backdated comp-offs will be considered which are older than 1 month.
- Only comp-off accrued during Notice period can be availed during notice period post resignation.

#### NO COMP-OFF ELIGIBILITY:

1. Employees of grade E6 & above
2. Company events on week-off or for trainings (internal & External both)
3. If employee is following client work schedule which requires him/her to work for 6 days in a week

### SECTION 7.5 - LEAVE WITHOUT PAY (LWP)

- Leave without Pay is not a leave option. However, it may be allowed to an employee only if there is an emergency and there is no leave balance in EL, AEL and Comp-off account.
- LWP can be availed for a maximum duration of 60 calendar days (i.e. 2 months) for some specific situations like prolonged sickness of self or immediate family member, advanced studies etc.
- Any period of leave without pay shall not qualify for any compensation (salary, incentive, bonus etc.)
- Holiday/Weekly-Off falling between LWP duration is considered as LWP only. For ex: If an employee has taken LWP for Friday and then on Monday, Sat-Sun (weekly off) is also considered as LWP.
- Leave availed due to any exigency during Notice Period will be considered as LWP.

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## SECTION 7.6 - LEAVE CARRY FORWARD

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- The Leave carry forward shall be performed for eligible grades from AT to E5 at the end of the calendar year.
- Associates may refer the table mentioned in Section 7.0 for carry forward rules.
- Grade as on 31st December, will be considered for the final calculation of the leave carry forwards. (No benefit of pro-rate leave will be granted in case of any grade change in the mid-year). For example -- Associates promoting from E5 to E6, shall not be eligible for any leave carry forwards.

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## SECTION 7.7 - LEAVE ENCASHMENT

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- Out of all leave types, EL & AEL are encashable for a confirmed employee only. Rest all leave types cannot be encashed.
- When a confirmed employee is separating from the company, EL and AEL balance will be encashed along with the F&F settlement as per matrix defined in section 7.1 (2).
- Earned Leave will be accumulated up to a maximum of 60 days across leave years in Accumulated Earned leave (AEL) a/c. In case AEL is more than 60 days it shall be encashed at the end of calendar year along with salary automatically.
- Employee of E6 grade & above are not eligible for encashment since year 2019. Any unutilized balance in AEL account at the end of year 2019 will be en-cashed at the time of Separation only. There will be no carry forward of Earned Leave (EL) to Accumulated earned leave (AEL) a/c and also no encashment on yearly basis
- In case of death of any employee, leaves will be encashed and payment will be made to the legal heir or nominee.
- Except and to the extent provided by law, no employee will be entitled for payment in lieu of leave after he/she is terminated because of misconduct, absconding, termination, violation of any terms & conditions of employment and disciplinary action policy.
- Leave encashment will be done at the rate of last basic salary only. Existing tax rules will be applicable in case of payments towards encashment of leaves.

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## SECTION 8 - MATERNITY AND RELATED LEAVES

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The purpose of Maternity Leave (MTL) is to grant days off from work to a female employee for safe delivery and nurturing of their new born child. It can also be availed in case of any medical situation arising out of pregnancy like miscarriage or medical termination of pregnancy. The provision is in accordance with the Maternity Benefit Act 1961.

### MATERNITY LEAVE TYPES:

Leave Type	Entitlement	Eligibility	Accrual	Carry Forward	Encashment
Maternity Leave (MTL)	26 weeks (182 days)	Female employees	No	No	No
Tubectomy Leave (TL)	2 weeks (14 days)	Female employees	No	No	No
Miscarriage Leave (MCL)	6 weeks (42 days)	Female employees	No	No	No
Surrogacy Leave (SL)	12 weeks (84 days)	Commissioning mother	No	No	No
Child Adoption Leave (CAL)	12 weeks (84 days)	Female employees	No	No	No

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### SECTION 8.1 - MATERNITY LEAVE (MTL)

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Woman employees are eligible for 26 weeks (182 days) of maternity leave out of which not more than 8 weeks (56 days) shall precede the expected date of delivery (8 weeks before delivery & 18 weeks after delivery).

Any expectant women can avail maternity benefit leave from any day starting 8 weeks (56 days) before the expected date of delivery. However, it shall depend on the sole discretion of the expectant women as from when exactly she would like to start availing the maternity leave before the expected date of delivery.

- Leave Entitlement beyond first 2 children: Employees having two surviving children, applying MTL for the third child or so on, shall be entitled to 84 days (12 weeks) of paid maternity leave. Also, employee can avail maternity benefit leave from any day starting 6 weeks before the expected date of delivery.

- For availing Leave: Women employees are advised to inform their manager and BUH; 3 months in advance before the expected due date for delivery so that work may be planned accordingly. An original certificate (softcopy) from a qualified obstetrician/gynaecologist duly signed and stamped, specifying the expected date of delivery needs to be attached on HRIS while applying for MTL.

- Notification of child birth: The expectant women shall arrange to intimate the HRPP about the exact date of birth of her child. To regularize the MTL, she also needs to submit Birth certificate of the child once her leaves are over.

- Death during Maternity: If a Woman employee dies during her delivery or during the period immediately following the date of her delivery, leaving behind in either case the child, maternity benefit shall be paid as per the legal norms to legal hires. If child also dies during the said period, then, for the days up to and including the date of the death of the child, woman will be entitled for the maternity benefit.

- Forfeiture of maternity benefit: If the Woman employee works in any establishment after she has been permitted by her employer to absent herself for any period during Maternity Leave, employer shall forfeit her claim to the maternity benefit for such period.

- MTL cannot be suffixed with any other leave type like EL/AEL or Comp-off.

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## SECTION 8.2 - TUBECTOMY LEAVE (TL)

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Up to a maximum period of 2 weeks (14 days) of continuous leave will be granted in case of tubectomy operation starting from the date of such event.

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## SECTION 8.3 - MISCARRIAGE/MEDICAL TERMINATION (MCL)

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In case of miscarriage/medical termination of pregnancy; a woman employee will be entitled to six weeks (42 days) of continuous Leave immediately following the day of miscarriage/medical termination of pregnancy.

A women associate may apply for less number of leaves as well as required and prescribed by the registered gynecologist depending upon the condition & case and submit such certificate while applying for leave.

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## SECTION 8.4 - SURROGACY LEAVE (SL)

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Commissioning mother; a biological mother who uses her egg to create an embryo

planted in any other woman shall be entitled for maternity benefit for a period of 12 weeks (84 days) from the date when the child is handed over to the commissioning mother.

#### SECTION 8.5 - CHILD ADOPTION LEAVE (CAL)

- Female employee who legally adopts a child below the age of three months shall be entitled for maternity benefit for a period of 12 weeks (84 days) from the date when the child is handed over to the adopting mother
- Necessary documents issued by the licensed adoption agency should be submitted while applying for this leave
- Licensed adoption agency is the agency which is listed by the state government and recognized by CARA (Central Adoption Resources Agency)

#### SECTION 4.0 - TYPE OF ALLOWANCES

YASH recognizes & reward the earnest efforts of its employee for working in specific conditions due to business requirements. Situations which lead to extension of regular working hours due to improper planning, lack of time management or completion of pending task will not be considered as a condition of eligibility under this guideline.

All allowances are subject to work done by an employee under specific scenarios/conditions due to business reasons only as defined, approved & granted by a YASH as per guidelines defined further in this document.

##### SPECIFIC SHIFT ALLOWANCE:

Certain employees may be assigned to different work schedules and/or shifts and/or days outside of normal office shifts/days in accordance with the needs of Business depending on Client's project(s)/assignment(s), nature of work, committed deliverables, role of employee etc. while working from YASH offices.

Specific Shift Allowance is a type of allowance provided to an employee for extra hardship by working in a non-standard shift for which an employee is not hired for. Employee must complete 9 hours in the shift and fulfill the criteria of cut-off as specified below:

##### ELIGIBILITY CRITERIA:

Grade	Shift Timing	Cut-off Time	Allowance Amount
AT to E5	Night Shift	10:00 PM to 6:00 AM	As per policy
AT to E5	Weekend Shift	Saturday/Sunday	As per policy

#### SECTION 5.0 - PRE-REQUISITE FOR CLAIM REIMBURSEMENT PROCESS

Employee should complete the pre-requisite to have smooth & hassle-free process of reimbursement.

1. For first time inclusion of any employee for Shift Allowance & Project, explicit approval from BUH is required.
2. To check if required details are updated on Infogram (HRIS Portal) e.g. Shift/Client Calendar/Work Schedule in employee profile i.e., Infogram >> My Employee Profile >> Employment Information >> Job Information.
3. Must attach the Shift Allowance annexure (as applicable) which comprises of required details and necessary approval.

4. In case of relieving, employee needs to put request for any pending allowance payment at Infogram under benefits module on or before the last day of the employment with YASH. In case of no request by employee before last date, no allowance payment will not be processed even if request is sent later.

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## SECTION 6.0 - TIMELINES & PROCESS FOR SUBMITTING THE CLAIM

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### 1. CLAIM SUBMISSION:

- Employee needs to claim for the allowance on monthly basis before attendance closure date for the month, maximum by 20th of the month.
- Backdated claims which are older by 30 days are not permissible.

### 2. PAYMENT TIMELINES:

- Request submitted max by 20th & approved by 24th of the current month, payment will be processed in the forthcoming Payroll else payment will be processed in next payroll.
- Once request for reimbursement is submitted on Infogram, each approval party (HR & Payroll) will have 5 days each to act on the request submitted.

### 3. WORKFLOW FOR CLAIM SUBMISSION:

Step 1: Employee submits claim on Infogram  
Step 2: Manager approval  
Step 3: HR verification  
Step 4: Payroll processing  
Step 5: Payment in salary

\*Please Note: For more details on how to submit your claim, please refer User Manual available at YOU Portal - Shared Services > Human Resources > Library section.

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## SECTION 7.0 - TAXATION

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All allowances are taxable & subjected to TDS as per existing government norms released from time to time.

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## SECTION 5.0 - CONFIRMATION PROCESS

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Employee Confirmation is a process through which employees' performance is evaluated for the period they have remained on Probation/Training/Training cum Probation. This evaluation period is of 3 months from date of joining and based on the outcome of this evaluation the company may confirm or extend the duration of such period by 3 months.

- Probation clause is not applicable to confirmed employees who are transferred to/joining YASH from the group of companies or are confirmed from their DOJ as per their offer letter.
- Associates of E6 and above grade are confirmed from DOJ, the probation clause will not be applicable.
- Confirmation of employment does not lead to promotion of any employee except for AT grade. For Associate Trainees, confirmation of employment may lead to change in designation to Trainee(I), based on the offer letter clauses. For rest of the employees, this can happen only in the Annual Appraisal Cycle, unless otherwise mentioned in the offer letter of an employee.
- Any employee whose confirmation is due and is serving notice period or is undergoing PIP, will not be eligible for confirmation process.

Confirmation process is executed on Infogram, the HRIS system of YASH. Key participants of the process are Employee, Immediate reporting manager (IRM), Secondary Reporting Manager (SRM).

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#### SECTION 5.1 - PROCESS FOR GRADE AT-E5

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It is auto triggered by the system 25 days prior to due date of confirmation. Please refer to below mentioned step by step process:

##### CONFIRMATION PROCESS FLOW:

Step 1: System auto-triggers 25 days before due date  
Step 2: Employee self-assessment  
Step 3: IRM evaluation and rating  
Step 4: SRM review and approval  
Step 5: Employee signature/acceptance  
Step 6: Confirmation letter issued

##### IMPORTANT POINTS:

- Employee Signature in the processes signify acceptance of confirmation rating given to the employee. In case of non-acceptance, employee can reject the rating to send the form for re-evaluation. In case employee does not respond (accept/decline) on employee signature step before the due date of confirmation, it would be deemed as acceptance of confirmation rating and confirmation status would be ascertained as per section 5.3
- Based on the outcome, soft copy of confirmation letter will be emailed to employee by YASH PMS on due date of confirmation/absorption/training cum confirmation or on next working day if due date is a weekend or holiday
- All employees playing various roles in the process steps whether it is that of employee, IRM, SRM are required to complete applicable action items within allocated time as mentioned in the process otherwise process will move to next step and cannot be triggered again.
- In case process is completed, and neither performance evaluation and nor subsequent rating is done, it will be considered as a probation extension for the employee.

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#### SECTION 5.2 - EARLY CONFIRMATION

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At any time during the probation period of an employee, the company may confirm employment based on performance and business requirements. The same would be communicated through a confirmation letter sent over email.

Early Confirmation process can be initiated by IRMs on the system and once the process is initiated it follows the below mentioned process flow:

##### EARLY CONFIRMATION PROCESS FLOW:

Step 1: IRM initiates early confirmation  
Step 2: IRM evaluation and rating  
Step 3: SRM review and approval  
Step 4: Employee acceptance  
Step 5: Confirmation letter issued

##### IMPORTANT POINTS:

- Confirmation status and associated benefits would be applicable from the due



date of confirmation as mentioned in the offer letter of the employee.  
- The employees need to mandatorily fulfill the background verification requirements as mentioned in the offer letter. In case of insufficiency/gap it can lead to revoking of all the benefits availed by associate upon getting confirmed and can lead up to termination of employment despite the confirmation status.

### SECTION 5.3 - POSSIBLE PROCESS OUTCOMES

Outcome of Confirmation process is determined by performance evaluation rating received by employees on Infogram. Upon confirmation, an employee would become eligible for Annual Appraisal cycle based on the guidelines mentioned in Performance Management Policy.

#### CONFIRMATION OUTCOMES:

Rating	Status	Benefits
Exceeds Expectations	Confirmed	Full benefits applicable
Meets Expectations	Confirmed	Full benefits applicable
Below Expectations	Probation Extended	Limited benefits
Unsatisfactory	Termination	No benefits

\*For employee availing Maternity Benefit under Maternity Benefit Act, while on probation/training/training cum probation, the training/probation stands suspended during such absence & would further be extended by minimum three months of resuming duties, based on the management discretion.

\*Company reserves the right to extend the duration of training/training cum probation/probation period based on the evaluation of performance. An extension can be due to dissatisfactory performance, mismatch in competence role & profile, being on long leaves during such period etc. An extension of duration of training/training cum probation/probation period for more than 6 months may result in termination based on discretion of BGH and HR Head.

### SECTION 6.0 - GRADE WISE ENTITLEMENTS CHANGE METRICS ON CHANGE OF EMPLOYMENT STATUS

#### GRADE WISE BENEFITS COMPARISON:

Category	Grade	EL Entitlement	Medical Insurance	Gratuity	PF	Other Benefits
Confirmed	AT-E5	24 days/year	Yes	Yes	Yes	Full
Training cum Probation	AT-E5	12 days/year	Yes	No	Yes	Limited
Training	AT-E5	12 days/year	Yes	No	Yes	Limited
Probation	AT-E5	12 days/year	Yes	No	Yes	Limited

\*Leave Accrual for Training cum probation/probation/confirmed will happen as quarterly advance. Please refer to Leave Policy for more details & entitlements for other leave types.

### SECTION 7.0 - RESPONSIBILITIES OF STAKEHOLDERS

#### SECTION 7.1 - IMMEDIATE REPORTING MANAGER'S ROLE AND RESPONSIBILITY:

- IRM should ensure that Goals of eligible employees are set as per the

collaborative goal setting process defined in Performance Management Policy.

- IRM should ensure to complete the rating evaluation process on time
- IRM should monitor and discuss progress considering the objectives and provide reasonable coaching, training and counseling when necessary to support the new employee to undertake the role.
- After completion of process IRM can update Goal plan for the employee in case of any change in the responsibility or role.
- In case an employee has worked under multiple IRMs in a given review period, current IRM needs to review the performance history to check feedback from previous manager(s). In case the feedback is not available, manager needs to take feedback from those managers.

#### SECTION 7.2 - SRM ROLE AND RESPONSIBILITY:

- SRM should review the rating provided by IRM and confirmation status outcome mentioned in the confirmation form. In case of any concern, SRM can send the form back to IRM for an update or modify the overall confirmation status.
- Once SRM approves rating no further changes in the system can be done
- If no action is taken by SRM on confirmation form, then the rating given by IRM would be considered as final.
- SRM should ensure to complete the rating evaluation process on time

#### SECTION 7.3 - PMS ADMIN ROLE AND RESPONSIBILITY:

- PMS Admin should ensure that the process is completed on time. In case there is no feedback/ratings provided by the IRM and SRM, PMS Admin would connect with the IRM/SRM to get the process completed on time.
- If in case any employees do not accept confirmation rating at Employee Signature step and form returns for evaluation; PMS Admin should ensure to inform the same to the IRM and SRM of the concerned employee.

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DOCUMENT END  
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This document contains comprehensive information about YASH employee policies including leave management, allowances, confirmation process, and stakeholder responsibilities. All data from images has been transcribed and organized in tabular format for easy reference.