

# Leave Policy

Scope : India Employees

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## **Annual Leaves and Holidays**

At Equal Experts we encourage everyone to maintain a healthy balance between work and personal life. We also believe that taking time off and recharging is critical to being present and contributing to the best of our ability. In line with this philosophy, our leave policy encourages employees to utilize the majority of available annual leave.

### **Eligibility**

- All regular, full-time employees at Equal Experts India are eligible for planned leaves, casual leaves and sick leaves.
- For the purpose of leave computation, calendar year is taken into consideration i.e. 1st January to 31st December of the year.
- For the employees joining during the period after 1st January, all leaves shall be calculated on a prorated basis to the nearest half day.
- All leaves will be impacted by a part time work arrangement. Leave eligibility for part time work arrangement will be in proportion to the time that the individual spent at work across a week. For e.g. if an employee's part time arrangement involves working 50% of the time during the week, the leave eligibility will be 50% for that duration.

### **Public Holidays**

- Equal Experts shall provide on Bamboo HR, at the beginning of each calendar year, a list of nine (9) holidays applicable for each region excluding holidays falling on weekends.
- The holiday list will include public holidays, national and regional festivals, religious celebrations and days of social and national importance.
- Public holidays, if not availed will lapse and cannot be carried forward at the end of the year

### **Planned leaves**

- All regular full-time employees are entitled to planned leaves.
- Each regular full-time employee is entitled for 18 days planned leaves in a calendar year.
- Employees are eligible for planned leaves immediately upon hire and may be allowed to use planned leave in advance of actual accrual for that calendar year.
- For the employees joining during the period after 1st January, the leaves shall be calculated on a prorated basis from the date of joining the company.

- Planned leave is exclusive of official and weekly holidays. Intervening declared holidays or weekends will NOT be counted as part of the leave.
- We encourage you to use your planned leave in the current year.
- However, if you are unable to use all your accrued planned leave during a calendar year, maximum of 6 days of planned leaves can be carried forward and rest all will lapse.
- The carried forward leave will need to be used in the next calendar year and cannot be accrued again.
- BambooHR will automatically carry forward a maximum of 6 planned leaves.
- Unused planned leave cannot be encashed at the end of the year..

### **Casual Leaves**

- Employees may avail casual Leaves for last minute emergencies or short-term leave to carry out errands and it can be taken as Full or Half Day.
- Every employee is entitled to a maximum of three (3) days as Casual leaves in a calendar year.
- For the employees joining after January 1, the leaves shall be calculated on a pro rata basis from the date of joining the company
- Casual leaves not availed in a given calendar year will lapse and cannot be carried forward to the next calendar year.
- Casual leaves cannot be encashed or adjusted when an employee is leaving the company.
- Casual leaves may also be availed either prefixed or suffixed with weekends or holidays.
- Public holidays and weekends falling within the period of the Casual leave will not be counted as part of Casual Leaves.

### **Sick Leave**

- The Sick leave is designed and should be taken only in the event of an actual illness or injury, it can be taken as Full or Half Day.
- An employee can avail maximum of six (6) calendar days as sick leaves. In the event of sickness any further leaves can be availed either as Casual leave or Planned Leave.
- Sick leaves not availed in a given calendar year will lapse and cannot be carried forward to the next calendar year.
- Sick leave is a contingency leave and can be availed only when an employee is not able to work because of a medical emergency. Sick leave will not apply in case of illness of a family member or any dependant.

## **Resignation and exit from Equal Experts**

- Employees shall be eligible for leave encashment only at the time of separation from the company.
- In case an employee has taken leave beyond the accrual limit as of the last working day the employee must reimburse. Equal Expert reserves the right to reduce any final settlement by this amount. This should be at monthly gross. Recovery calculation will be - Monthly Gross Salary/30\*number of extra AL availed.
- Likewise, if an employee leaves Equal Experts with earned but unutilized leave, the cash equivalent (calculated on Monthly Gross Pay) will be added to the final settlement
- Calculation would be: 0.5 days per month pro-rated until last working day.

## **Pro rata calculation**

- When someone leaves Equal Experts, it would be the number of months spent in a year X 0.50 days per month.
- For example- if Y person's LWD is 28th July-2025 (Jan to July = 7 months x 0.50 = 3.50 days will be encashed)

## **Leave in addition to entitlement/ Leaves without pay**

- Leaves taken over and above the accrued earned leave, will be without pay.
- The amount of salary deducted per day of unpaid leave will be calculated on the basis of the last salary drawn.
- The number of days of leave taken without pay will be deducted in the current months' salary
- This applies to leave that is not sabbatical.

## **Process**

- All leaves must be reported. Every employee is responsible for correctly representing his/her time off in the time sheets and having their records updated in the Bamboo HR.
- It is advisable to plan the planned leaves much in advance (3 times the number of days in advance).
- Employees are advised to engage in conversation with their EM/DL/TL as applicable and discuss the plan of action.
- Employees should inform their team of their availability and mark their calendar accordingly.
- Except in cases of emergency, planned leaves should be planned with adequate notice. In case confirmed leaves cannot be taken due to last minute contingencies, the same needs to be updated in the BambooHR.
- All leaves must be recorded accurately in the Timesheets and Bamboo HR as Planned leave/Casual leave / sick leave.

- Up to 6 leaves as of December in BambooHR will be carried forward, rest will lapse.

### **Adjustment against notice period**

- Leave balance cannot be adjusted against the notice period during termination of services.

### **Maternity Leave**

- This policy exists to support employees with leave and pay when they need to take time away from work due to the birth or placement of a baby or child. The entitlements will be on par with Statutory compliance. By necessity, some of the language and terms will mirror Statutory compliance wording, rather than adopt our usual less formal communication style.
- We know that having a child is an exciting time, and we want to be informative, supportive, clear and consistent in ensuring that your status as a valued employee, before, during and after, is not impacted.
- At Equal Experts, we will give benefits for Maternity and adoption.
- We commit to communicating openly and honestly with you, once notified, to ensure that we can together plan and manage implications for you and for the business.
- We also encourage teams to work together to ensure you are properly supported.
- We aim to provide practical support to all parents as they return to work, so we can help them make the transition back to work as effectively as possible.
- We would like to agree on a communication plan with you to ensure that we know how you want to hear about company news, opportunities, training, and social events while you're out on leave. You're not obliged to engage with us, but we find that it helps all of us to re-engage and makes the transition back into work much more straightforward.
- As always, our ethos is that if there's something you want us to consider, and you don't see it set out, ask us and we commit to giving any such request proper consideration.

### **Maternity / Adoption Entitlements**

#### **Eligibility**

- Maternity leave is a statutory leave. All women employees who have completed a minimum of eighty days (80) of actual service with the Company within twelve months immediately preceding the date of expected delivery will be entitled to maternity benefits as per the provisions of the Maternity Benefit Act, 1961("Maternity Act").
- The maternity benefit of 26 (twenty-six) weeks shall only be accorded for the first two surviving children. Subject to the eligibility criteria laid down under Maternity Act, a women employee having two or more than two surviving children shall be entitled to

maternity benefit maximum period of 12 (twelve) weeks of which not more than 6 (six) weeks shall precede the date of her expected delivery.

### **Length of Leave**

- As per the Maternity Benefit Act, women employees at the time of pregnancy are eligible for Maternity Leave of 26 weeks, including intervening weekends off/holidays, overlapping with the delivery period.
- The Maternity leave shall be a continuous one and out of this 26 weeks, 8 weeks shall precede the date of her expected delivery.
- Beyond the paid Maternity Leaves, individuals can also take any balance of planned leaves and/ or casual leave and/or unpaid leave to extend their total leaves up to 365 days.
- You choose the duration in advance, but you can change your mind: we only ask that you give us as much notice as you can.

### **Salary during the leave**

- Every employee who avails Maternity Leave, shall during such Maternity Leave, be entitled to maternity benefit calculated at the rate of her average daily gross salary for the period of her Maternity Leave.
- In addition to that you will be eligible for increments and profit share as per discussions had and guidelines followed.

### **Annual Leaves accrued during Maternity Leave**

- Planned leave, Casual Leave and Sick Leave will not accrue during the period of Maternity Leave.

### **Leaves for Adoption**

- We understand that the time when you are adopting a child and welcoming them home, it can be unnerving for both the parent and the child. To help you settle and bond with the child you are eligible for a paid leave of 12 weeks (84 days) from the day of adoption.

## **In case of Medical termination of pregnancy**

- In case of miscarriage/ medical termination of pregnancy, a female employee would be entitled to a leave up to 6 weeks immediately following the date of miscarriage or medical termination of pregnancy, as the case may be.
- We understand that you will need time to recoup not just physically but mentally as well.

## **Paternity Leave**

Having a new child is exciting for a father too. To make sure that you are there to enjoy your time with your baby and to stand by your partner, we will provide paternity leave as follows:

- A male employee whose spouse is about to deliver or has delivered will be entitled to paternity leave benefit.
- An employee will be eligible for up to 10 working days of leaves at a stretch together, that can be taken anytime between the date of childbirth to when the baby completes 3 months.
- This cannot be broken down and must be taken at a stretch.
- An employee will be eligible for a max of 5 working days of leaves at a stretch in case of adoption. This time off is given to a parent to give them the time required to bond with their little ones.
- This leave shall be applicable for maximum of two children
- This leave cannot be carried forward or encashed

## **Medical time off for Self / Dependants**

### **Purpose**

- Sometimes, things arise that are out of our control, and you may need to manage unexpected or sudden problems relating to a dependant and make any necessary longer-term arrangements.
- We trust that you'll only ask for emergency time off when you really need it, and if you need this leave regularly, we'll need to talk about alternative arrangements, such as adjusting your pattern of work.

## **Eligibility**

- All Employees at Equal Experts India can avail emergency medical leave.
- A dependant is: a spouse; child; a parent; who would reasonably rely on you for assistance if they fell ill or was injured or who would rely on you to make arrangements for the provision of care in the event of illness or injury.

## **Entitlement**

- You can take reasonable time, one or two days to deal with an emergency involving self and / or a close relative or dependent.
- Up to 10 days per calendar year will be paid, anything above this will be unpaid.
- To provide or seek assistance when an employee or their dependant falls ill or in case of serious illness or injury which requires hospitalization.
- To make arrangements for the provision of care for an ill or injured dependant.
- Employee would need to discuss the situation with EM/HOE/ HOP/ BUL
- Medical Leaves would have to be approved by the EM/HOE/HOP or BUL and then marked as medical leave.
- Medical leave is available only for major illness/injury.
- You should intimate your team and People team as soon as possible or on returning from medical leave.
- Medical leave is not a planned leave and hence cannot be encashed or carried forward.

## **Sabbatical**

### **Eligibility**

- Should there be a need, the employee can apply for a sabbatical with full details of the need / reason and the same will be decided on a case to case basis. This will be treated as Leave Without Pay.
- This shall require specific approval from the concerned HOE, HOP and BUL.
- The Company may, notwithstanding reason advanced by the employee, refuse leave in excess of entitlement in its absolute discretion.



## **Bereavement Leave**

- Please refer to the **Global Compassionate policy**

## **Compensatory off Days**

- If an employee has worked on weekends for official capacity (it has to be billed to the client), or taken interviews for recruitment purposes, taken Expert Talks for EE, he/she is liable to get a compensatory off against the same day.
- The compensatory-off meter is updated as required and needs to be pre-approved by EM/ DL or the BULs.
- For half-day please mark 0.5 and for full-day please mark as 1 day.
- Compensatory offs will have to be used by the employees in the same country and will have to be availed in the same year itself. Example:- You cannot club working in the UK on a public holiday and take it as a compensatory off back in India.
- You will have to use up the compensatory offs by taking leaves in the same country itself.
- For marking a Compensatory off, please go to the "Request Time Off" Tab and click on "Time off type", after that please opt for "IND Compensatory off"
- Kindly mark the date you wish to take the Compensatory off and in the note, please mention the date that was billed to the client, Recruitment event, Expert Talks, etc

### Document Change Log

Date	Version	Description	By Who
28-Nov-2024	1.3	Updated Annual Leaves and Carry Forward Leaves and Medical Leave	Shrawani Mukherjee
28-Jan-2022	1.2	Updated the Policy Document with additions	Tejaswita Takawale, Tejashree Jadhav
6-Jan-2021	1.1	Updated the Policy Document	Tejashree Jadhav
17-Mar-2020	1.0	Wrote the Policy document	Tejashree Jadhav