



Leave Policy

Leave Policy

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Leave Policy

Date	Version No.	Prepared By	Reviewed By	Approved By	Summary of Changes
7-Jul-15	1.0	Parul Bhandari, Deputy Manager – HR	Jacob P.U Associate Vice President – HR Stanley George C Associate Vice President –HR	Amberin Memon, Chief People Officer	New Policy Introduced
11-Apr-16	1.1	Parul Bhandari, Deputy Manager – HR	Jacob P.U Associate Vice President – HR Stanley George C Associate Vice President –HR	Amberin Memon, Chief People Officer	Changes in the SSL Policy
11-Apr-17	1.2	Parul Bhandari, Deputy Manager – HR	Jacob P.U Associate Vice President – HR Stanley George C Associate Vice President –HR	Amberin Memon, Chief People Officer	Changes in the Maternity Leave clause w.r.t amendments in the Act.
14-May-18	2.0	Thresia Paul Manager - HR	Jacob P.U Associate Vice President – HR	Amberin Memon, Chief People Officer	Introduction of leave for Management Trainees

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1. **OBJECTIVE**

With a view to rationalize leave entitlements, align them to industry norms and regulate availment pattern.

2. **SCOPE**

The policy is applicable to regular employees, based in India locations.

3. **POLICY COMMENCEMENT AND VALIDITY**

This amended Policy shall come into force from 1st April, 2017 and shall remain in force till modified or revoked by the Management.

4. **TYPE OF LEAVE**

There will only be one type of 'Leave' i.e. Earned Leave (EL), without any classification of Sick Leave or Privilege Leave;

To Avail Half Day Leave employee needs to work for Minimum 4.5 Hrs. on that day;

5. **LEAVE ENTITLEMENT & ACCUMULATION LIMIT**

5.1 The leave entitlement, for the employees other than Trainees, shall be 24 working days per year or pro-rata for partial period of service in a calendar year, credited to individual employee leave accounts on a monthly basis, 2 days per month;

5.2 The leave entitlement for Senior Management Trainees / Management Trainees shall be 1day per month for the first six months of the employment. Post this; their leave entitlement would be as applicable to the regular employees;

5.3 This credit will happen uniformly to all regular employees and trainees. Employees can avail the leave for vacation purposes, sickness or domestic exigencies, only to the extent of their available balance.

5.4 The maximum leave accumulation permitted is up to 42 days as on 31st Dec. No carry forward exceptions of any kind will be entertained beyond this limit;

5.5 Trainees, other than Senior Management Trainees, are expected not to avail of any leave during their training period, unless they are for very personal exigency (like self-marriage);

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5.6 For every instance of leave availment, specific approval from reporting manager is a must.

5.7 In the event of client furloughs, affected consultants will be required to use any accrued Earned Leave (EL) during the furlough period. In the event an affected consultant does not have sufficient accrued Earned Leave to offset the furlough period, the employee will be permitted to take advance Earned Leave for the same.

6. LEAVE ENCASHMENT

6.1. Any leave in excess of 42 days as on 31st Dec will be encashed on the Basic salary as on that date and paid off as a taxable component with the salary of January in the next month ;

6.2. On an ongoing basis, the balance could be over 42 days (because of the monthly credits @ 2 days). But, the carry forward and encashment limits as on every 31st Dec shall be as detailed in the above clauses;

6.3 On employee separation, the closing Leave balance days will be fully encashed, including the ongoing monthly credits mentioned in clause 6.2 above, if any. The encashment will be based on the basic salary of the employee.

7. PROCESS FOR AVAILING LEAVE

7.1 Employees are encouraged to apply for the leave well in advance and the same is subject to approval from the Reporting Manager;

7.2 Employees must plan their annual vacation and avail their leaves in such a way that it helps them to revitalize and spend time with their families and at the same time does not adversely impact the company's business;

7.3 With the overall limits, the leave debits will happen on working day basis. In other words, all Saturdays, Sundays and Company declared paid holidays will not be counted for leave debits (only in case of Earned Leaves);

7.4. However, the leave encashment formula will be on calendar day basis – i.e. the encashment will be done using 30 days as denominator.

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8. MATERNITY LEAVE

8.1 Female employees are eligible for maternity leave, as defined in the Maternity Benefit Act, up to a maximum of 26 weeks, including all intervening Saturdays, Sundays & company declared public Holidays;

8.2 This is subject to the employee completing a minimum of 80 working days in the Company in the 12 months immediately preceding the date of expected delivery;

8.3 The benefit is restricted up to a maximum of 2 instances of child birth;

8.4 A woman having two or more than two surviving children shall be eligible for 12 weeks of maternity leave including all intervening Saturdays, Sundays & Company Declared public holidays;

8.5 A woman getting a child through surrogacy shall be eligible for 12 weeks of maternity leave including all intervening Saturdays, Sundays & Company Declared public holidays;

8.6 Maternity leave should be informed well in advance.

9. MISCARRIAGE LEAVE

9.1 Female employees are eligible for miscarriage leave, as defined in the Maternity Benefit Act, up to a maximum of six weeks (42days) immediately following the day of miscarriage/medical termination of the pregnancy, including all intervening Saturdays, Sundays & Company declared holidays;

9.2 This is subject to the employee completing a minimum of 80 working days in the Company in the 12 months immediately preceding the date of expected delivery;

9.3 The benefit is restricted up to a maximum of 2 instances of miscarriage;

9.4 This is subject to the employee submitting the relevant medical document (Doctor's Certificate/Discharge Summary) to the concerned team within 15 days of the discharge;

10. PATERNITY LEAVE

10.1 Male Employees can avail 3 working days of Paternity Leave provided they have updated their marital status in the system;

10.2 The paternity leave needs to be availed within one month of the child birth. However, the same will be applicable only if employee has updated dependent details in the system;

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10.3 The supporting documents (birth certificate/discharge summary) needs to be submitted within one month of availing the paternity leave;

10.4 The applied leave is subject to the supervisor approval. However, if the employee has submitted the relevant documents and supervisor has not approved the leave in the system, the leave will be auto approved;

10.5 In case employee is not able to submit the required document within the stipulated time, the paternity leave will be deemed as EL (Earned Leave)/LOP (Loss of Pay) as may be the case;

10.6 The benefit is applicable only for the instances of child birth after the date of joining of employee;

10.7 The benefit is restricted up to a maximum of 2 instances of child birth.

11. SPECIAL SICK LEAVE

11.1 A Special Sick Leave provision is being introduced for sicknesses resulting in prolonged absence due to serious medical conditions as mentioned in the subsequent clauses;

11.2 Special Sick Leaves will be applicable after consumption of Earned leave;

11.3 No Earned Leave will be credited during Special Sick Leave;

11.4 Special Sick Leave can be availed by the employee after completing minimum six (6) months in the organization;

11.5 The maximum quantum for Special Sick Leave is 30days;

11.6 The sicknesses identified for this benefit would be:

10.6.1 Those which require hospitalization and recuperation thereafter – viz. cardiac surgeries, kidney ailments or other such major surgeries;

10.6.2 Serious Diseases

10.6.3 Contagious Diseases requiring minimum 5 days of leave;

10.6.4 Terminal Illness

10.6.5 Post trauma care in case of accident

11.7 Each case would require elaborate supporting documentation from the concerned hospital, including related diagnostic reports, x-rays, etc. The management will also be free to conduct its own investigation through any hospital or doctor to verify the authenticity of the prolonged absence requirement;

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11.8 Any exception to the above mentioned clauses would require to be evaluated by the Chief People Officer, whose discretion and decision will be final in evaluating such requests.

12. ADOPTION LEAVE

12.1 There are instances where employees desire to adopt a child. This requires the employee to spend the dedicated time with the adopted child in the initial days to foster a better bonding. As there are no specific laws to cover such instances, Company's adoption leave will benefit such employees;

12.2 Eligibility:

- a) This is applicable to all permanent employees, male or female, whether married or single;
- b) The employee must have completed a minimum of 6 months service in the Company when applying for the leave;
- c) Adoption Leave needs to be availed within 3 months of adoption;
- d) Eligibility is only for two instances of adoptions.

12.3 Quantum of Adoption Leave:

- a) In case of **female employees**, maximum of 12 (Twelve) weeks (84 days), including intervening Saturdays, Sundays and Company declared public holidays.
- b) In case of **male employees**, maximum of 3 (three) working days.

12.4 **Process of Leave Application:** The employee must apply to his/her reporting manager, at least a week in advance. In due course, the employee must submit to the company a legal document establishing the 'parent-child' relationship. This will be a pre-requisite if the employee desires to include the adopted child under the company's medical care programs, any benefits, nominations etc.

13. DISTURBANCE LEAVE

Employees who move to another city on Company initiated transfer, outside their base location, three days of special Disturbance Leave is granted (excluding the days of journey) for settling down in the new place. These are not adjusted against other eligible leave and must be taken immediately in the new location and in any case within one month of joining at the new location. The disturbance leave does not include holidays.

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14. LEAVE ON LOSS OF PAY/ LEAVE WITHOUT PAY

14.1 LOP leave is not part of any assigned or notified entitlement for any employee. Management may, at its own discretion, allow this against certain emergent, personal requests from employees;

14.2 This would apply in situations where an employee doesn't have any Leave balance or there is an emergency requirement of leave beyond Maternity leave, etc. ;

14.3 Such requests shall require a detailed explanation from the employee, citing the reasons for LOP leave and be recommended by the Reporting Manager;

14.4 Approving authority shall only be the Vertical/Delivery/competency/Practice Head or Chief People Officer;

14.5 The maximum LOP leave shall not exceed a period of 45 days.

15. PROCEDURE FOR LEAVE APPLICATION

15.1 Employees should apply for leave through the ESS (Employee Self Service) in Peoplesoft HRMS, which will either be approved or denied by the Reporting Manager;

15.2 In emergent cases where the leave cannot be applied for in advance, it should be submitted within a day from the date of return from leave;

15.3 Employees proceeding on leave without approval will be deemed to be on LOP (Loss of Pay) with salary being deducted for those days. Any LOP reversal upon subsequent leave regularization will happen only at the end of that financial year – i.e. in March;

16. GENERAL CONDITIONS

16.1 Every type of leave detailed in the above clauses need to be specifically applied for by the employees and duly authorized by the employees' Reporting Manager against respective applications ;

16.2 Employees will have to ensure that whenever they have not swiped for attendance, they regularize it in the Attendance System by either applying leave of absence or applying for exception approval for being on tour or training or on duty;

16.3 Non -compliance for application of timely leave will lead to LOP (Loss of Pay) deductions from salary in the next month and reversal of such LOP for subsequent regularization of leave will happen only at the end of that financial year – i.e. in March ;

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16.4 Leave should always be applied for in advance & be approved before availment. In special circumstances, extension of leave should be applied for before expiry of the previous leave;

16.5 Employees remaining absent for 10 consecutive days from the date of expiry of the sanctioned leave period without any intimation, will be deemed to have left the Company and would be treated as 'abscondee' ;

16.6 Unauthorized absences will be liable for strict disciplinary action. This would include habitual instances of late arrival for work or early departure from the normal working hours of the Company;

16.7 Wherever not specified, leave periods would include all intervening Saturdays, Sundays and Company declared public holidays;

16.8 Most of the entitlements, rules & regulations outlined in this document have already been in force and practice but clarifications and new conditions are deemed to be coming into force from 1st June, 2015.

16.9 In case employee has applied for EL then any Saturdays, Sundays and Company declared Public Holidays will not be counted in the leave period. However, in case of LOP, then any Saturdays, Sundays and Company declared Public Holidays will be counted in the leave period and salary will be deducted accordingly.

16.10 Management reserves the right to make any amendments to the policy or withdraw it any time, with appropriate communication.