



India 6th Day Allowance Policy (V1.2)

INDIA 6TH DAY ALLOWANCE POLICY (V1.2)

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Policy Owner	HR – India Benefits		
Version History			
V1.0	Based on practice and precedence in Cognizant-India. Introduction of new levels, titles, template and version control.		
V1.1	Change in scope, definition and eligibility		
V1.2	Handbook transitioned into policy		

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India 6th Day Allowance Policy (V1.2)

1. Overview

- 1.1 The 6th day allowance policy is designed to monetarily compensate Associates for working on an additional 6th day (work hours accumulated in a week that exceeds 40 hours) by providing an allowance
- 1.2 The amended version is effective from October 16th, 2020

2. Scope

- 2.1 All Associates, including trainees, up to the level of Associate Director who are on India payroll are eligible to avail 6th day allowance
- 2.2 The policy also covers Associates working in Corporate Functions, subject to fulfillment of the eligibility criteria
- 2.3 This policy is designed to govern the uncommon situation of Associates working an extra day in a seven day week. The Comp-off policy will take precedence until the 6th day allowance is specifically approved

3. Definitions

- 3.1 **6th Day:** The Associate is required to come to office / support from home on a 6th day over and above the individual's five working days and the accumulated 40 hours of work to provide client / business support. The Associate is required to work for a minimum of 2 hours to qualify for this allowance
Note: The total number of working hours will be limited to law of the land
- 3.2 **Shift:** Working hours that fall outside the standard work hours of Cognizant
Note: This is limited to the accumulated 40 hours of work in a week
- 3.3 **Cognizant's Standard Work Hours:** 09.00 am to 06.00 pm (IST) Monday to Friday
- 3.4 **Weekly Off:** Any two calendar days in a 7-days work week, where the Associate is not expected to be at work

4. Eligibility

- 4.1 Compensatory off shall take precedence until specifically approved
- 4.2 There shall be no compensatory off in addition to, or in lieu of the 6th day allowance

Note: Ad hoc requirements should be addressed with compensatory off

- 4.3 Associates who are provided 6th day allowance will not be given compensatory off
- 4.4 6th day allowance is payable for work on the 6th day based on specific needs of client / business or mandated by internal needs with prior approval of BU Head
- 4.5 Eligible amounts will be as per below table:

Associate Level	Allowance	
	< or = 4 hours	> 4 hours
Up to Programmer Analyst	INR 500	INR 800
Associate, Senior Associate or Manager	INR 800	INR 1,200
Senior Manager or Associate Director	INR 1,500	INR 1,800

- 4.6 Associates working on the 6th day shall be considered for payment of 6th day allowance irrespective of the leaves availed during the week
- 4.7 In the event where Associate is supporting from home or from client's office, the ESA Project Manager's input shall be considered for payment of 6th day allowance

Note:

- *It is incumbent upon the ESA Project Manager to ensure that eligibility requirements as stated in India 6th day allowance policy are met by Associates working from home or from client's office and validate the inputs provided for 6th day allowance payout*
- *Associate shall use only Cognizant / client provided assets for delivery while working from home*

- 4.8 Associates on receipt of 6th day allowance will not be eligible for additional reimbursements on food / meal for working on the 6th day of the week

Note: *When associates work across varied shifts or when cafeterias are not operational during the 6th day working hours, reimbursement for food / meal for the team can be approved with exception approval from BU (Dir+)*

- 4.9 Transport facility will be extended to Associates working on the 6th day of the week and will be accounted to the respective project of the employee

Note: *Where arrangement of transport by Cognizant is not feasible, Associates can get reimbursement of transport costs to the extent of INR 200 (without bills) for every 6th day worked*

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- 4.10 Where an Associate is on deputation to any location in India, and is working on the 6th day of the week, 6th day allowance will be paid in addition to the deputation allowance and will continue to be governed by the provisions of India Deputation Policy
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5. Approvals

- 5.1 **ESA Project Manager:** Approve and provide inputs to HRSS for 6th day allowance for Associates working on 6th day
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6. Procedure

- 6.1 6th day allowance will be paid along with payroll based on the monthly inputs from ESA Project Manager for eligible Associates

Note: Monthly inputs for payment of 6th day allowance will cover only the actual '6th days worked' as of the date of advice

7. Responsibility Matrix

7.1 ESA Project Manager

- 7.1.1 Allocate Associates to the correct pre-approved project
- 7.1.2 Schedule and inform the Associates to allow them to plan their personal time
- 7.1.3 Approve 6th day allowance inputs and send a payroll advice to HRSS India Payroll Team before monthly payroll cut-off date
- 7.1.4 6th day allowance shall be processed within the same month's payroll

7.2 Associates

- 7.2.1 Update contact information in the respective Cognizant systems to enable faster communication
- 7.2.2 In the event where Associates are working from home or from client's office, top up needs to be applied in TruTime

Note: During emergencies / pandemic situation / system challenges where associates are unable to apply top up, night shift allowance will be processed with approval from BU (Dir+)

8. Exception Handling

- 8.1 The benefits of this policy are governed by the terms and conditions of employment in practice at Cognizant. This is subject to change from time to time. Cognizant reserves the right to amend its policies as necessitated. All statutory requirements are applicable as mandated by law
 - 8.2 ESA Project Managers are advised to submit information for processing allowances in the same month of employee working
 - 8.3 Where allowances are not processed by ESA Project Manager within the same month, on exception, backdated input up to a maximum of 3 months will be allowed on approval from BU Head (Dir+) along with business case
 - 8.4 Exception scenarios for instances beyond 3 months backdates will be allowed on approval from BU Head / BU COO (Dir+) and BU Talent Manager (Dir+) along with business case
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Note:

***The above policy has been designed to monetarily compensate Associates working on an additional 6th day in a week.*

Please feel free to reach out to your HR Talent Manager / Business Partner for immediate assistance / queries on this policy.