

# COMPENSATORY OFF POLICY

## Employee Leave Policy

**APPLICABILITY**

All Full Time Employees of Infiniti Research Marketing solutions private limited

**EFFECTIVE DATE**

September 1<sup>st</sup>, 2019

**VERSION**

IR / BLR / 1.1

**LAST UPDATED**

NA

**POLICY NUMBER**

IR/BLR/CORPORATE GROUP/CG/027

**AUTHOR**

CORPORATE SUPPORT GROUP

## **OBJECTIVE:**

The Objective of the Infiniti Research Compensatory off (will be referred to as comp off in this document) policy is to provide guidelines to its employees, with respect to comp off eligibility and how they can go about availing the same.

## **SCOPE:**

This policy document shall provide guidelines with respect to:

- Guidelines on how one can apply for the Comp off
- Do's and Don'ts when it comes to availing Comp off

Attempt has been made to provide guidelines for every eventuality; however, it is the responsibility of every employee to exercise his/her judgment while availing this benefit and seek clarifications as and when required

## **APPLICABILITY:**

This policy shall apply to all employees of Infiniti Research Marketing Solutions India Private Limited

## **ENTITLEMENT:**

In the event when a supervisor requests an employee to work on public holidays or on weekends due to business exigencies.

In such a case the employee will be entitled to compensatory off in lieu of working on a holiday.

## **GUIDELINES:**

- Comp off can be availed only when Supervisor at his/her discretion requests the employee to work on holiday/weekend. The employee cannot decide to work on a holiday and then seek compensatory off
- Any employee availing Comp off must be mandatorily be present in office to execute his deliverables
- Employee cannot avail Comp off, while they are working from home on a weekend or a holiday except in case of a prior approval from HRBP
- Supervisors should use their discretion and ensure that Comp off is strictly requested only to cater to unavoidable business requirements. This must be intimated to the HRBP in advance

- Comp off's will be credited as Paid leaves in the GreyT HR portal, and it can be utilized as Paid leaves only
- Please refer to the leave policy for further details on Paid leaves
- The final decision of comp off approval lies with the HRBP

## QUERIES / ESCALATION MATRIX

### For Queries on the policy

Login to Infinian Connect portal and raise a ticket under the HR Section

### 1<sup>st</sup> Level Escalation

[hrindia@infinitiresearch.com](mailto:hrindia@infinitiresearch.com)

### **DISCLAIMER**

*The company reserves the right to add / modify/ delete the contents / sections of the policy document. Any such change shall be communicated to the employee by way of an email announcement and shall be applicable to the employee during the course of his/her employment with Infiniti Research and thereafter (where applicable). Updated policy documents shall be uploaded online (replacing the previous version).*