

LEAVE POLICY

Employee Leave Policy

APPLICABILITY

All Full Time Employees and Contractual Employees of Infiniti Research

EFFECTIVE DATE

February 01, 2022

VERSION

IR / BLR / 1.4

VERSION HISTORY

Updated on February 9, 2022

POLICY NUMBER

IR/BLR/CORPORATE GROUP/CG/009

AUTHOR

CORPORATE SUPPORT GROUP

OBJECTIVE:

The Objective of the Infiniti Research Leave policy is to provide guidelines to its employees, with respect to leave eligibility and how they can go about availing the same.



PHILOSOPHY:

Leave is not a matter of entitlement and is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations.

It is important for the Company to stagger leave of employees for ensuring that the projects are implemented without any shortage of the appropriate expertise. Accordingly, the Process Lead / Project Lead reserves the right to approve /reject/ partially grant an application based on business exigencies and/or exigencies that govern the applicant's request.

SCOPE:

This policy document shall provide guidelines with respect to :

- The categories of leave that an employee is eligible for
- Guidelines on how one can apply for the same
- Do's and Don'ts when it comes to availing leave

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:

All confirmed employees shall be entitled to the following categories of leave:

- Leave with Pay / Paid Leave
- Maternity Leave
- Paternity Leave
- Leave Without Pay

GUIDELINES

Section I – Paid Leave Confirmed Employees

- Paid Leave is calculated on a calendar year basis i.e., from January to December and can be availed on grounds of personal time-off, emergencies and illnesses
- All confirmed employees shall be entitled for 24 days of Paid Leave. During the 1st year of an employee's tenure, the leave eligibility shall be pro-rated based on the date of confirmation of services (please refer section titled illustration for sample working)
- At the time of an employee's exit, leave eligibility shall be prorated to the number of days, that the employee has worked
- Employees who are serving their notice period are not entitled to any Paid Leave
- The Company may, approve / reject / partially grant an employee's request for leave depending on business exigencies and exigencies that govern the applicant's request.
- It is mandatory that all employees update their leave status either in advance or immediately after resuming work, failing which, HR will treat the absence as loss of pay
- Intervening National / Festival / Declared Holidays / Weekends will not be counted as part of the leave
- If the employee fails to report to duty on the specified date after the sanctioned Paid Leave, it is deemed that the employee has abandoned his /her service with the company on his/her own accord

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- Leave Balance as of Dec 31st can be carried forward to the subsequent year such that the total leave balance for a particular year shall be capped at 36 days per annum. Any leave balance in excess of the above shall lapse
- Un-availed Paid Leave (if any) cannot be claimed for encashment

Employees on Contract

Employees who are on Contract are entitled for leave as follows:

- 1 Paid Leave (PL) per month which can be carried forward till the end of the year (If any leave balance, it will lapse on 31st December)

Employees on Probation

Employees who are on Probation are entitled for leave as follows:

- Probationary Period up to 6 Months: Employees will get 2 probation leaves per month during the entire period of probation
- The leaves will be credited at the beginning of every month

- These leaves are meant to be taken in case of eventualities and every employee will be expected to exercise his/her judgment at the time of availing this leave.
- Upon confirmation of the employee's services, leave balance prorated to the date of confirmation shall be credited to the employee's account (please refer section titled illustration for sample working).
- Employees who are serving their notice period are not entitled to any Paid Leave.

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- Employees whose probationary period is extended the same rule applies until he/she is confirmed
- The Company may, approve / reject / partially grant an employee's request for leave depending on business exigencies and exigencies that govern the applicant's request
- It is mandatory that all employees update their leave status either in advance or immediately after resuming work, failing which, HR will treat the absence as loss of pay.
- Intervening National / Festival / Declared Holidays / Weekends will not be counted as part of the leave
- If the employee fails to report to duty on the specified date after the sanctioned Paid Leave, it is deemed that the employee has abandoned his / her service with the company on his/her own accord

- Un-availed leave balance (if any) cannot be encashed but can be carried forward post confirmation. However, at the end of the calendar year a maximum of 12 leaves (either paid leaves or probation leaves or a mix of both) can be carried forward to the next year

Section II – Maternity Leave



- All Women employees who have completed a period not less than 80 (eighty) days in the company's previous 12 (twelve) months are entitled to paid maternity leave.
- Inform the Line Manager and HRBP about the possible start date of Maternity Leave two months before the potential start date of Maternity Leaves.
- Maternity leave shall commence on the expected delivery date/actual date of delivery or 8 (eight) weeks before the scheduled delivery date.
- In the event an employee fails to notify INFINITI about the maternity leave in advance, maternity leave shall commence from the date of delivery.
- Documents – Valid documents such as doctor's report, hospital admission summary, discharge summary, etc., need to be submitted to the Line Manager and HRBP before seeking Maternity leaves.
- All Women Employees are entitled to 26 weeks (182 continuous calendar days) of maternity leave for each delivery up to a maximum of 2 (two) children; Maternity leave can be started only before two months from the expected delivery date.
- In emergency cases, if the employee needs the Maternity leave to commence before two months from the scheduled delivery date, valid doctor's certificates must be submitted to the Line Manager and HRBP.
- Women Employees having 2 (two) or more surviving children shall be entitled to 12 (twelve) continuous weeks of Maternity leave; this can be commenced only before 6 (six) weeks from the expected date of delivery.

- The leave must be availed in one block, inclusive of all intervening Saturdays, Sundays, public holidays, and any other holidays declared by the company.
- Before the start of Maternity leaves, an employee has to mandatorily handover the IT assets to the company; this is required to do so because during the absence in case of any Project related document details/Information needed from you can be acquired by the IT team for the smooth flow of the work and to ensure no disturbance to the employee during the leave.

Adoption/Surrogacy

- Female employee who legally adopts a child below the age of 3 (three) months or women opting for surrogacy is eligible for 12 weeks (84 days) of maternity leave from the date the child is handed over to the adopting/commissioning mother.
- Adoption leaves needs approval from the Line manager and HRBP at least 6 (six) weeks in advance.
- Women Employees need to submit a certificate of adoption provided by the central government as proof of adoption to avail of adoption leave.

Miscarriage/Medical Termination of Pregnancy

- In the unfortunate cases of miscarriage, 6 (six) weeks, i.e., 42 calendar days of paid leave, is available immediately from the date of miscarriage.

- This leave is also applicable in the event of an abortion of a fetus, done upon the recommendation of a gynecologist given the danger to either the mother or the baby or both.
- A medical certificate from a registered practitioner is mandatory to be submitted in all cases. The leave request must be applied on the greytHR tool.

Illness caused due to Maternity

- In case of an employee faces any maternity related illness (caused by pregnancy, delivery, premature birth of a child), the employee is eligible for paid leave up to a maximum of one month, provided that the employee submits a Medical certificate from a Registered practitioner to this effect.

An employee undergoing Tubectomy Operation

- In the event the employee undergoes a tubectomy operation after completing her maternity leave, she will be eligible for 2 (two) weeks of leave immediately following the day of her operation.

Paternity Leave

- All male employees shall be entitled to paternity leave for five (5) working days.

*** Guidelines**

- Paternity Leave shall be availed in one single block and shall be availed in the period within 3 months after the birth of child.
- Paternity leave cannot be encashed or carried forward beyond the defined period above.

Adoption leave

- All male employees who legally adopt a child below the age of three (3) months are entitled to Adoption leave of 5 (five) days.

*** Guidelines**

Adoption leaves needs approval from the Line manager and HRBP in advance.

- Paternity Leave for adoption shall be availed in one single block and shall be availed in the period within 3 months from the adoption of a child.
- Male employees need to submit a certificate of adoption provided by
- the central government as proof of adoption to avail of leave.

Performance review/Appraisal during Maternity leave

- In events where the employee is on Maternity Leave during the Appraisal cycle or scheduled to go on Maternity leave, in both the cases, she will be eligible for an Appraisal in the next quarter from the date of her return to work.
- Since we are following Merit hikes in 4 Quarters:

- Jan Cycle – Employees joined during Nov, Dec of the last-to-last year, and Jan of the previous year.
- April Cycle – Employees Joined during Feb, March, and April of the previous year.
- July Cycle – Employees Joined during May, June, and July of the previous year.
- October Cycle – Employees joined during Aug, Sep, and Oct of the previous year.
- The Employee shall fall under one of the cycles depending on her Joining date and her return-to-work date and month:

Scenario below -

- In case the employee's joining date is Feb 2021, and her Maternity Leave is scheduled to start from Jan 2022 onwards, and her return to work is planned during Aug 2022- in this scenario, she will be eligible for an Appraisal in Oct 2022 Merit cycle.

Section IV – Leave Without Pay

- Employees are advised to take leaves as per the available leave balances. However, if leaves are taken over and above

the available leave balances, it would lead to an automatic loss of pay. The loss of pay will be calculated against the days for which the employee is absent from official duties including the intervening weekends.



- If an employee takes leave for which there is no entitlement, and it leads to loss of pay of more than six days, then the organization can potentially initiate one or a combination of the following corrective actions:
- Necessary counseling by the Process Lead / Project Lead /HR/ any other designated official of the company. An official written warning to the employee by the HR/ any other designated official Extension of probation for a minimum of one calendar month.
- Extension of last working day for employees who are serving their notice period
- Restriction in providing opportunities to work on strategic projects/ initiatives
- Restriction to participate in the scheduled appraisal cycles directly impacting the employee's salary increment and career opportunities
- Consider possibilities for mutual separation under extreme circumstances of a consistent pattern of behavioral issues

- Company reserves the right to approve / reject / partially grant an employee's request for Leave Without Pay depending on business exigencies and exigencies that govern the applicant's request
- During this period, the concerned employee will not be entitled for any salary or allowances. The said amount shall be adjusted by way of a deduction from the salary that is due and payable to the employee
- If the employee fails to report to duty on the specified date after the sanctioned leave, it is deemed that the employee has abandoned his / her service with the company on his / her own accord

LEAVE APPLICATION GUIDELINES

- In case, an employee wishes to avail one day leave, he/she should submit leave application to his/her Process Lead / Project Lead at least 2 days in advance
- If an employee wishes to avail more than one day, he/she should apply at least two weeks in advance
- In case of Maternity Leave, the concerned employee should submit her leave application at least 60 days in advance
- In case of extenuating circumstances, where an employee is unable to provide notice as stipulated above, he/she should notify his/her Project Lead / Process Lead at the earliest, by e-mail or phone. The Employee will be required to appropriately substantiate the need for taking an emergency leave
- If an employee is unable to report to work for any reason, he/she shall notify his/her Process Lead / Project Lead before 10:00 a.m. of that day. The Lead in turn, shall keep the HR Department informed
- The Employee is responsible for connecting directly with his/her Process Lead / Project Lead about his/her absence. It is not acceptable to leave a message through another employee, except in extreme emergencies
- Unauthorized / unexplained absence from duty will call for disciplinary action including termination of services
- For employees who are in Notice Period, in FFS calculation PLs availed will be adjusted as deductions as per eligibility on prorata basis till LWD.

- For employees availing Sabbatical, PLs eligibility is only on prorata basis. Any extra PLs availed before going on sabbatical, will be considered as Loss of Pay.



EXTENSION OF LEAVE

- It is necessary to get prior approval for extension of leave. The employee must apply to his/her Process Lead / Project Lead for extension of leave at least 2 days in advance and get it sanctioned to avail them
- In case an employee does not report to work, and the Company is not notified of his/her status, it will be deemed that the employee has abandoned his / her services with the company on his/her own accord

LEAVE APPLICATION PROCEDURE

- All leave applications should be submitted through the company's leave portal. Leaves availed and not applied in LMS shall be treated as LOP. For e.g., leaves availed in January and not applied in the LMS portal shall be treated as LOP in February Payroll.
- Managers / Leads should approve / reject all applied leaves within 24 hours from the time of application

QUERIES / ESCALATION MATRIX

For Queries on the Leave Policy / Leave Balances

Login to support.teamir.us and raise a ticket under the HR Section

Escalation

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).

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