

Hoonartek Leave Management Policy

V1.9

Approved By: - Nishant Shukla, Head HR, Hoonar Tekwurks Private Limited

Date: – 1-Jan-25

Hoonartek Leave Management Policy

Work Life Balance framework

Leave Management Policy is a set of rules, procedures and guidelines established by organizations in accordance with applicable state laws, which govern the process, timeframes and reporting procedures for time taken off work.

Hoonartek provides a framework to ensure employees have a good work life balance. Leaves/Holidays are days off from work on days of special religious, cultural, social, personal or patriotic significance on which work, and business ordinarily cease.

Keka Link: - <https://hoonartek.keka.com>

Attendance

Employees are required to mark their daily attendance in Keka. Attendance must be recorded promptly at the start and end of each workday to ensure accurate tracking of working hours, leave, and compliance with company policies. Any discrepancies or inability to mark attendance must be reported to the HR department immediately. Failure to adhere to attendance protocols will result in the deduction of the employee's paid leave balance.

- **Work Hours Requirement:** Half Day is accounted for as 4.5 hours (effective) and Full Day is accounted for **8 hours (effective)** spent at work. Employees are expected to complete **40 effective hours** a week. Failure to meet this requirement will result in the deduction of the paid leave balance.
- **Remote/Client Location Attendance:** Employees working remotely or at a client location must use the "Web Clock In" feature in Keka daily to mark attendance. In case of a missed clock-in, employees should apply for "Work from Home" (WFH). Please note that **no more than 10 WFH applications** are permitted in a month.
- **Office Attendance:** Employees working from the Hoonartek office must use the access card provided by the admin team to mark their attendance automatically in Keka upon swiping in. Attendance regularization for missed swipes is limited to **a maximum of 2 instances per week**
- **Client Holiday Compliance:** Employees following a client holiday schedule must apply for regularization as "Work from Home" if Hoonartek does not have a corresponding holiday.

A. Paid Leave (PL)

1. Eligibility and Entitlement:

- All employees are entitled to a maximum of **21 (twenty-one) days of Paid Leave per calendar year** (January 1 to December 31), prorated at **1.75 days per month**.
- Paid Leave for the calendar year is accrued in Keka at the start of the year.

2. Proration for New Joiners:

- For new employees, Paid Leave will be prorated based on the joining date and accrued accordingly.
- Paid Leave becomes available for use after completing **three months of service**.
- Example: If an employee joins in May (before the 15th), they will accrue 14 days of Paid Leave for the year (1.75×8 months). These leaves can be availed starting August.

3. Utilization Guidelines:

- Each employee is required to take at least **15 days of Paid Leave annually**.
- Out of these, a minimum of **8 days must be utilized by June 30**, failing which these 8 days will lapse.
- The remaining **7 days of the 15 mandatory leaves must be taken between July and December**

- **6 Paid Leave** beyond the mandatory 15 days will be carried forward to the next year.
- New joiners, who have an initial 3-month restriction on availing paid leave, must utilize **1.25 paid leaves per month** for the remainder of the calendar year and remaining paid leaves at the end of the year will be carried forward to the next year.

4. Accumulation and Encashment:

- Paid Leave accumulation is capped at **45 days**, including carryovers from previous years.
- Encashment of Paid Leave is only applicable during the separation process and will be included in the Full and Final (F&F) settlement.

5. Leave Approval Process:

- Leave requests are subject to approval based on project needs, team requirements, and other factors such as the employee's prior leave history and role.
- It is recommended to obtain approval for leave plans before confirming travel bookings to avoid scheduling conflicts
- Any leave taken without prior approval will be treated as Leave Without Pay (LWP)
- In cases of sickness or emergencies, employees must inform their Reporting Manager via phone or email before 09:00 hours on the working day

6. Notice Period

- Accrued Paid Leave will be encashed as part of the F&F settlement for employees serving their notice period.
- Leaves taken during the notice period may result in the extension of the Last Working Date or be treated as Leave Without Pay, at the discretion of the Reporting Manager and HR

7. Manager Responsibilities:

- Reporting Managers must ensure that their direct reportees utilize their full quota of Paid Leave within the year, keeping project demands in mind.

B. Casual Leave (CL)

1. Eligibility and Entitlement:

- All employees are entitled to a maximum of **8 days** of Casual Leave per calendar year (January 1 to December 31), prorated at the rate of 0.66 days per month.
- Casual Leave for the calendar year is accrued in Keka at the start of the year.

2. Proration for New Joiners:

- For new employees, Casual Leave will be prorated based on the joining date and accrued accordingly.
- Casual Leave becomes available for use after completing **three months of service**.
- Example: If an employee joins in June (before the 15th), they will accrue 4.5 days of Casual Leave for the year (0.66×7 months), rounded off. These leaves can be availed starting September.

3. Utilization Guidelines:

- A minimum of half a day and a maximum of **2 days of Casual Leave can be availed in a month**.
- Any Casual Leave exceeding 2 days will be treated as Leave Without Pay (LOP).

4. Restrictions:

- Casual Leave cannot be clubbed with Paid Leave, Maternity Leave, Comp Off, or Fixed Holidays.

- Casual Leave cannot be taken on a Friday or Monday.

5. Lapse of Leave:

- Unutilized Casual Leave remaining as of December 31 will lapse and **cannot be carried forward or encashed.**

C. Maternity Leave

1. Eligibility:

- All female employees who have completed a minimum of 80 days of employment in the preceding 12 months, in accordance with the Maternity Benefit Act of 1961 (as amended on 1-Apr-17), are eligible for maternity leave.

2. Duration of Maternity Leave:

- Eligible employees are entitled to a maximum of **26 weeks of maternity leave**. This includes up to 8 weeks before the expected due date and the remaining leave after childbirth. During this period, the employee will receive full benefits from the company.
- For female employees with two or more surviving children, maternity leave is limited to 12 weeks, with no more than 6 weeks taken prior to the expected delivery date.
- A woman **who legally adopts a child under the age of three months** or is **a commissioning mother** is entitled to **12 weeks of maternity leave**, starting from the date the child is handed over to the mother.

3. Miscarriage or Medical Termination of Pregnancy:

- In the case of miscarriage or medical termination of pregnancy, the employee is entitled to **6 weeks of paid maternity leave.**

4. Extension of Maternity Leave:

- Any request for the extension of maternity leave is subject to manager approval and project requirements. Extended leave beyond the standard maternity leave will be treated as leave without pay, up to a maximum of 6 months.

5. Crèche Facility:

- Employees are allowed to visit the crèche facility, identified by the employee near the office, up to 4 times on a working day. This benefit is applicable from 1-Jul-17 and in accordance with the amendments made to the Maternity Benefit Act of 1961.

Before applying for maternity leave, please send an email to attendance@hoonartek.com with your Reporting Manager in cc.

***"commissioning mother" means a biological mother who uses her egg to create an embryo implanted in any other woman.

D. Compensatory Off (CO)

1. **Eligibility:** Compensatory Off (CO) is applicable when employees work on weekends or fixed holidays to meet project timelines. **It is mandatory to mark your attendance for weekends or fixed holidays, as Keka will not allow the creation of a CO request without an attendance log.**
2. **Raising and Utilization of CO:** The CO must be raised within the same quarter and utilized within that period, subject to the approval of the Reporting Manager. Admin has the right to reject the CO request

if the number of hours worked on a weekend or holiday is less than the required mandatory hours for a full day or half day.

3. **Impact of Rejected CO:** If the CO is rejected, the corresponding hours will be deducted from the employee's accrued paid leave balance. In case the paid leave balance is insufficient, the remaining hours will be treated as Leave Without Pay (LWP).
4. **Expiry of CO:** The CO balance will remain valid for up to 90 days from the date of approval by the Reporting Manager. After this period, the CO will expire and cannot be carried forward to the next quarter.

E. Fixed Holidays

The list of fixed holidays is published on Keka, allowing employees to easily access and view the holidays in Keka directly. This streamlined approach ensures that everyone is aware of the scheduled holidays in advance, promoting transparency and efficient planning.

F. Unpaid Leave (LWP)

Unpaid Leave (LWP) is granted when an employee is unable to work due to long illness, disability, or other personal reasons. During this period, the employee may still be entitled to certain benefits, such as the continuation of service, insurance, and other applicable privileges.

The conditions and entitlements for Leave Without Pay are also outlined in Section 1.0 above

G. Furlough

Some projects may have furlough period in December-January due to client holidays. During this period, employees will not have work assigned. To ensure smooth management of this situation, we kindly request the employees who have furlough period to apply their available paid leave balances for the duration of the furlough. Unfortunately, opting out of this arrangement will not be possible and employees must adhere to this policy as part of the operational requirements.

H. Encashment

Leave encashment is calculated only at the time of Full and Final Settlement (F&F) and is fully taxable. The formula for calculating leave encashment is:

Leave encashment = Number of paid leaves * (Basic Salary per month as on last month of notice period/ 26)

** Leave salary paid to legal heirs of a deceased employee in respect of privilege leave standing to the credit of such employee at the time of death is not taxable*

*** Earned leave entitlement cannot exceed 30 days for every year of actual service for encashment*

**** Leave encashment would be paid at the time of severance of service after calculating the earned leaves and any previous encashment availed by the employee*

I. Application Process for Leave/Half Day Leave/WFH

- Employees should apply for Leave or Half Day Leave on the Keka portal when they are absent.
- All leave applications, including Work from Home (WFH), must be approved by the respective Reporting Manager through the Keka portal.

- All leaves, absences, and WFH requests must be applied and approved by the last day of the current month in Keka. If the window is missed, the requested leave will be deducted from the Paid Leave (PL) balance.

Document Version History

Version No.	Description	Date	Approved By
0.1	First Release – Initial draft of the document for management review and approval	21-Dec-15	
1.0	Second Release – No change suggested. Approved document for implementation and circulation	22-Dec-15	Kavita Tengshe
1.1	Third Release – Paternity leaves added	16-Mar-16	Kavita Tengshe
1.2	Fourth Release – Marriage & Birthday leaves added	2-Feb-17	Kavita Tengshe
1.3	Fifth Release – Casual leave added, Paternity, marriage & birthday leaves removed	2-May-18	Nishant Shukla
1.4	Sixth Release – Paid leaves mandatory 15 to be taken in a year	2-Jan-21	Nishant Shukla
1.5	Seventh Release - Company name changed from LLP to Private Limited	30-Jul-21	Nishant Shukla
1.6	Eighth Release – 26 paid leaves removed for old employees. Out of mandatory 15 paid leaves 8 to be taken till June	2-Jan-22	Nishant Shukla
1.7	Ninth Release - Company logo change	31-Aug-22	Nishant Shukla
1.8	Tenth Release - Update in company logo based on branding guidelines from Top Management	14-Jun-24	Nishant Shukla
1.9	Eleventh Release – Furlough leave added	1-Jan-25	Nishant Shukla

Document Review History

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0.1	First Review – No change suggested during the review. Document signed off.	22-Dec-15	Kavita Tengshe
1.0	Second Review – Paternity leaves added	15-Mar-16	Kavita Tengshe
1.1	Third Review - Marriage & Birthday leaves added	1-Feb-17	Kavita Tengshe
1.2	Fourth Review - Casual leave added, Paternity, marriage & birthday leaves removed	1-May-18	Nishant Shukla
1.3	Fifth Release - Paid leaves mandatory 15 to be taken in a year	1-Jan-21	Nishant Shukla
1.4	Sixth Review - Company name changed from LLP to Private Limited	29-Jul-21	Nishant Shukla
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