

India – Leave Policy

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1.0	Rahul Jhawar Avik Sengupta	Rajeev Kumar Srinath Sridharan	Manoj Shikarkhane	01-01-2023	This document has been created in pursuant to LTI & Mindtree merger. This document has been derived from existing LTI India - Leave Policy - version no 2.3 dated 1st October 2019 and Mindtree India Leave Policy dated 26th April, 2022
1.1	Rahul Jhawar	Rajeev Kumar	Manoj Shikarkhane	01-10-2023	Modification in Leave encashment

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1 Introduction

LTIMindtree believes that there should be a balance between work and personal life. One of the ways to having a balance is to be able to take vacations in a planned manner for personal/family time or any other reason.

2 Purpose

To ensure that employees in India are aware of the different types of leaves and the associated rules and procedures to avail them.

3 Effective Date

This policy is effective 01 October 2023

4 Scope

This policy is applicable to all employees on rolls of LTIMindtree and Trainees based out of India.

5 Authority and Approval

The Company Management reserves the right to revise, amend or modify this policy at any time and in any manner as may be prescribed under the applicable law.

Compensation & Benefits team would be responsible for maintaining and carrying out subsequent changes/ modifications in this policy and communicate appropriately.

6 Policy

All types of leave shall be based on the calendar year (i.e. 1st January to 31st December). The different types of leave along with their accrual methods and their associated conditions are shared below.

6.1 Types of Leave

Types of Leave	Maximum Entitlement	Details
Earned Leave (EL)	20 paid working days in a year	1.67 days EL shall be credited for every completed month. The EL credit for a particular month shall happen on the 1 st day of the subsequent month.
Advance Earned Leave (AL)	5 paid working days in a year	AL may be applied when the EL Balance is less than 1
Special Day-Off	2 days of paid leave in a year	Special leave for employees to spend time with family members on their Birthday and Wedding anniversary, if it falls on a working day.
Sick Leave (SL)	15 calendar days of paid leave	This can be availed for a minimum period of 3 calendar days for any general sickness
Special Sick Leave (SSL)	Detailed in section & Annexure	Serious/Critical/Life threatening illness will be considered for Special Sick leave subject to approval from Corporate Medical Officer.
Maternity Leave (ML)	26 weeks of paid Leave	In accordance with the Maternity Benefit Act.
Paternity Leave	5 working days of paid leave	In the event of childbirth/adoption
Adoption Leave	26 weeks of paid Leave	Adopting mothers will be eligible for 26 weeks of paid leave from the date of hand over of child.
Primary Caregiver leave	26 weeks of paid Leave	In the event of childbirth /adoption for single fathers, transgenders, and same sex couples
Secondary Caregiver leave	5 working days of paid leave	Secondary caregiver leave is applicable for transgenders and same sex couples in the event of childbirth/adoption
Bereavement Leave	2 working days paid leave	2 continuous days of leave per instance in case of death of an immediate family member of the employee i.e. parents, parent in-laws, spouse/partner, own siblings and children.
Special Needs Leave	Min – 90, Max – 180 calendar days unpaid leaves	This is an unpaid leave, can be taken once in 6 years
Leave Without Pay (LWP)	Not applicable	Applied only when the EL balance is less than 1 and the AL balance is Nil.

6.2 Guidelines for each Leave Type

Earned Leave (EL)

- Employees are entitled to 20 days of Earned leave in a year.
- New Joiners will get EL credit for a particular month on the 1st day of the subsequent month on a pro-rata basis
- The monthly accrual on EL shall be prorated in the event of Leave Without Pay (LWP)/No Pay/ Special Needs Leave / international assignment duration in a particular month.

- Example: The credit for the month of Jan will happen on 1st Feb. The no. of days credited on 1st Feb would be:
 - Jan month credit = (Jan month full EL credit days) - {(No. of days in Jan month on LWP/No Pay/Special Needs Leave/ international assignment)/(No. of days in Jan month)} * (Jan month full EL Credit days)
 - If there are no LWP/ Special Needs Leave /No Pay/ international assignment days in Jan month, then the EL credit will be: $1.67 - \{(0/31)\} * 1.67 = 1.67$ days
 - If there is 1day LWP/ Special Needs Leave / international assignment days/ No Pay days in Jan month, then the EL credit will be: $1.67 - \{(1/31)\} * 1.67 = 1.62$ days
- Advance Earned Leaves (AL), if availed, shall be deducted before the EL is credited for a month.
- Weekly-offs, Paid Holidays and Special Day-offs falling between an availed EL period, will not be counted as leave.
- If an employee is deputed to any other country, the EL leave balance will be frozen and will be available to use on return.

6.2.1 Leave Accrual Entitlement

- Employees can carry forward up to 10 days of the accrued EL balance to next year, subject to a maximum carry forward limit of 60 days.
- Accrued EL beyond the maximum limit of 60 days, will be encashed up to 10 days and the balance unused leave, will lapse.

6.2.2 Leave Encashment

- Encashment of a part of the accumulated EL is automatic and subject to the following conditions: -
 - Employees with an EL balance of more than 60 days as on 31st December of that year, will be eligible for an automatic encashment for the days over 60, but limited to a maximum of 10 days.*
 - Encashment will be done only once a year in the month of January of the subsequent year.
 - At the time of separation, including retirement, eligible EL balance will be encashed as part of the full and final settlement and “salary” would mean monthly basic salary.
 - If employee is on a permanent international assignment from India to any country, their eligible EL balance will be encashed in the subsequent month.
- For computation of encashment amount, the encashment leave days will be the eligible EL and “Salary” would mean monthly Basic salary.
Example: EL to be encashed = 10 working days and Basic Salary = Rs.8,000/-
Encashment Amount = $8000 * (10/30) = \text{Rs.}2,666/-$

6.2.3 Leave Accounting for Transfers (within India)

- Employees who are transferred to LTIMindtree from an L&T group company or its subsidiary, will be allowed to carry forward up to 60 days EL.
- The days beyond the mentioned limit will be encashed during the transfer process.
- Conversely, if employees are transferred from LTIMindtree to any of the L&T group companies or its subsidiary, then they will be allowed to carry forward up to 60 days of their EL.
- The days beyond the mentioned limits will be encashed during the transfer process.

6.2.4 *Half Day Earned Leave*

- Employees can avail Half day Earned Leave on a particular day either in the first half or the second half of their working shift.
- Employees can apply for Half day Earned Leave only if they have available EL balance of 0.5 or more days.

Advance Earned Leave (AL)

- Employees can avail up to 5 days of Advance Earned Leave in a year.
- Employees can apply for AL only if the available EL balance is less than 1.
- The AL balance will get adjusted on monthly EL accruals.
- This leave would not be eligible for carry forward or encashment.
- AL request cannot have dates from the next calendar year.

Special Day-Off

- Employees can avail a Special Day-off on their Birthday and Wedding Anniversary, if it falls on a working day.
- In-case the Special Day-Off is not availed, it would not be eligible for carry forward or encashment.

Sick Leave

- Sick Leave can be availed up to a maximum of 15 calendar days
- The employees can avail sick leave for a minimum period of 3 calendar days or more.
- This leave can be availed in case of general sickness which requires the employee to rest/be on domiciliary medical care or hospitalization.
- This leave can also be availed for epidemic/pandemic Viral Infections and should the employee need to Quarantine as per prevailing regulations of the Govt.
- If the number of leave (to be) availed are less than 3 calendar days, it has to be availed from Earned Leave balance.
- Holiday/weekly offs falling in between the granted SL will be counted as part of the leave.
- The employee has to provide supporting documents for the reason sick leave was availed. This could be the discharge summary from the hospital or a medical certificate from a registered medical practitioner.
- This leave would not be eligible for carry forward or encashment.
- To avail the sick leave, the required medical certificate should be submitted. Do ensure that you upload the correct certificate in the system; any deliberate violations on this could potentially mean a violation under LTIMindtree's Policies.

Special Sick Leave (SSL)

- Employees who have completed minimum 6 months with the Organization, will be eligible for 15 calendar days of SSL subject to eligibility conditions.
- The purpose of Special Sick Leave (SSL) is to support employees in the event of a serious/critical illness, where the illness persists for more than 5 continuous days.
- SSL may be granted on the merit of the case as mentioned above, subject to review and approval from Corporate Medical Officer.
- It is a special provision for critical and life-threatening illnesses and shall not cover general ailments.

- Holiday/weekly offs falling in between the granted SSL will be counted as part of the leave.
- Any decision taken by the corporate medical officer would be final and binding.
- Details of the SSL are given in annexure – 1

Maternity Leave (ML)

- This leave is applicable to Pregnant employees who are eligible for maternity benefits. Eligibility is defined as per the Maternity Benefit Act – to be eligible for the benefits as per this Act, the expectant employee must have worked for at least 80 calendar days in the last 12 months preceding the expected date of delivery.
- As per the Maternity Benefit Act, the employee is eligible for 26 weeks (182 Calendar days).
- This is inclusive of weekly-offs and paid holidays, out of which not more than 8 weeks can precede the date of confinement.
- This leave will be limited to a maximum of 12 weeks if the employee has 2 or more surviving children. This would be inclusive of weekly-offs and paid holidays during that period, out of which not more than 6 weeks can precede the date of confinement.
- In the event of a miscarriage or medical termination of pregnancy, the employee is eligible for 6 weeks of leave and is required to avail the same. This leave is inclusive of weekly offs and paid holidays during that period.
- In case of Tubectomy, employee is entitled to 15 days of leave once during the tenure with the organization. This leave would be inclusive of weekly offs and paid holidays during that period.
- Commissioning mothers (refer definition) are eligible for 26 weeks (182 calendar days) of leaves.
- A surrogate mother (refer definition) can avail leaves for a maximum of 12 weeks of which not more than 6 weeks shall precede the date of delivery. This would be inclusive of weekly offs and paid holidays during that period.
- All the applicable rules and regulations as per the Maternity Benefit Act would apply.
- This leave would not be eligible for carry forward or encashment.
- Doctor's certificate needs to be submitted at the time of availing the Maternity leave / Abortion / Premature Termination of pregnancy/ surrogacy leave

Paternity leave

- Paternity leave of 5 working days can be availed at one stretch or otherwise in the event of birth of a child or adoption, for maximum 2 occasions.
- It can be availed either 1 week before the childbirth/adoption or within 3 months from the date of childbirth/adoption.
- The age of the child/ children needs to be less than 5 years and the appropriate legal process should be followed for adoption
- This leave would not be eligible for carry forward or encashment.

Adoption Leave

- This leave is applicable to employees who are eligible for maternity benefits. Eligibility is defined as per the Maternity Benefit Act – to be eligible for the benefits as per this Act, the employee must have worked for at least 80 calendar days in the last 12 months preceding the date of adoption.
- Adoptive mothers looking to adopt a child below the age of 5 years, will be eligible for a maximum leave of 26 weeks (182 calendar days) from the date the child is handed over. This leave would be inclusive of weekly-offs and paid holidays.
- In case of adoption the below points need to be taken into consideration.
 - The age of the child/ children needs to be less than 5 years.
- Appropriate legal process & documentation should be followed for adoption.

Primary Caregiver Leave

- A primary caregiver is one who has primary responsibility for the care of a child immediately following birth / adoption.
- This leave applies to single fathers, transgenders, and same sex couples.
- This leave is applicable to employees who have completed at least 80 calendar days in the last 12 months with LTIMindtree preceding the expected date of delivery/handover of the child/children before availing this benefit (weekly offs and paid holidays would be included for 80 days calculation).
- Primary caregiver is eligible for leave of 26 weeks (182 Calendar days) which is inclusive of weekly-offs and paid holidays during the period
- The following documents needs to be submitted at the time of availing the Primary Caregiver leave.
- Self-Declaration Form stating that they are the primary person responsible for the child
- In case of adoption the below points need to be taken into consideration.
- The age of the child/ children needs to be less than 5 years.
- Appropriate legal process should be followed for adoption.
- This leave would not be subject to carry forward or encashment.
- Employees covered under the Maternity Leave policy are not eligible to be covered under this policy.

Secondary Caregiver leave

- Secondary caregiver leave is applicable for transgenders and same sex couples who are not eligible for the primary caregiver policy
- Employee is eligible for 5 working days of secondary care giver leave, it can be availed at one stretch or otherwise in the event of birth of a child or adoption, for maximum 2 occasions.
- It can be availed either 1 week before the childbirth/adoption or within 3 months from the date of childbirth/adoption.
- The age of the child/ children needs to be less than 5 years and the appropriate legal process should be followed for adoption
- This leave would not be eligible for carry forward or encashment.
- If an employee has availed primary caregiver leave, then they cannot avail the secondary caregiver leave for the same child.

Bereavement Leave

- Employees are eligible to avail bereavement leave of 2 continuous working days per instance in case of death of an immediate family member.
- Immediate Family member of the employee - includes Parents, Parents-in-law, own siblings, Spouse/partner and Children.
- Bereavement leave would need to be availed within 30 days of the demise of the immediate family member of the employee
- This leave would not be eligible for carry forward or encashment.

Special Needs Leave

- Employees are extended the benefit to avail Special Needs Leave, which is unpaid. This leave would be inclusive of weekly-offs and paid holidays during the period.
- This leave can be availed after completing a minimum tenure of 2 years in the company.
- This leave can be taken only once in a block period of 6 years.
- The minimum duration is 90 calendar days and maximum number of days for which this leave can be availed is 180 calendar days.
- Special Needs Leave can be availed under the following scenario
 - Extended maternity (post childbirth subject to completion of a minimum tenure of 2 years with the company)
 - Caring for an unwell dependent family member (dependents include parents, in-laws, spouse/partner and children)
 - Pre-delivery pregnancy related rest as advised by a doctor prior to availing the maternity leave
- Earned Leave will not accrue during this period
- Number of days on Special Needs Leave would not be considered while calculating the Variable Pay (Performance Bonus/applicable Variable Plan, if any).

Leave Without Pay (LWP)

- Employees can apply for LWP only if EL balance is less than 1 and the AL balance is Nil.
- Earned Leave will not accrue during this period.
- Number of days on LWP would not be considered while calculating the Variable Pay (Performance Bonus/applicable Variable Plan, if any).
- If the employee avails leave without applying in the system or does not regularize the leave for appropriate reasons, the same shall be treated as LWP. An LWP reminder mail will be sent as per schedule.
- Any LWP taken prefixed and suffixed to a weekly off/holiday shall include those days as part of the LWP calculation.
 - Example: If an employee takes LWP on a Friday and the following Monday, this shall be construed as 4 days LWP.

6.3 Consequence Management

Non-Adherence to the policy without requisite approvals may result in disciplinary action including termination of employment depending on the severity of non-adherence.

7 Procedure

7.1 Leave Application

- All leaves, except Special Sick Leave (SSL), Primary and Secondary Caregiver leave would need to be applied through the HR portal.
- The employee can choose the type of leave to be availed, complete the application form, upload the necessary documents (if any) and submit for approval.
- In the event of a planned leave, the employee has to apply for leave and then proceed for the same.
- In the event of an unplanned/emergency leave, the employee should apply for such leave immediately upon resuming office.
- Maternity Leave: While applying for Maternity Leave, necessary documentary proof (i.e. medical certificate from treating doctor etc.) needs to be uploaded in HR portal.
- For availing the special needs leave employees need to share the necessary documents (medical certificate from treating doctor) with the HR business partner. The HR business partner team will take it forward for approval and once approved, they will forward the details to the HR shared services team for further process.
- Primary caregiver Leave: While applying for primary caregiver Leave, necessary documentary proof (i.e. medical certificate from doctor etc.) needs to be uploaded in HR portal.
- Paternity/Secondary Caregiver leave: While applying for Paternity/Secondary Caregiver leave, necessary documentary proof (certificate from hospital mentioning date of childbirth with names of parents, birth certificate, etc.) needs to be submitted to HRBP. In the event of cancellation/rejection of paternity/secondary caregiver leave application due to change in dates or insufficient documents, the leaves can be reapplied. The HR Business Partner team will take it forward for approval and once approved they will forward the details to the shared services team for further process.
- Adoption Leave: While applying for Adoption Leave, an email approval from the manager and necessary documentary proof (i.e. Deed of adoption/foster care, etc.).
- Special Sick Leave: While applying for Special Sick Leave, employee needs to approach HR business partner team with the necessary documentary proof (medical certificate from treating doctor, prescription, lab reports, discharge summary etc.) and the reporting manager's approval. The HR Business Partner team will take it forward for approval and once approved they will forward the details to the shared services team for further process.

7.2 Leave Cancellation

- Any future dated leave applications, even if approved, can be cancelled by the employee in the HR portal before the start of the Leave period and the same will get updated in their leave balance.
- For any retrospective dated leave applications where leaves have not been availed, can be cancelled by the employee by raising a request through the HR portal.

7.3 Availing Leave While Serving Notice Period

- Employees will be permitted to avail leaves during their notice period. However, in such cases the notice period may be extended based on manager's discretion.
- Their leave accrual will continue till their last working day (LWD) on a pro-rata basis.

8 Approval

- All types of leaves except Special Sick leaves, Primary and Secondary Caregiver leave to be applied through system.
- All other leaves need to be applied on HR portal

9 Exception Approval

Any exception to this policy shall be approved by Global C&B Head or his designates.
Exception approval should be routed through HR business partners.

10 Definitions

SSL	Special Sick Leave
EL	Earned leave
AL	Advanced Earned Leave
ML	Maternity Leave
PL/SCL	Paternity/Secondary Caregiver leave
LWP	Leave Without Pay
DOJ	Date of Joining
Partner	Partner refers to a person in a committed, non-marital long-term relationship where such partner and the employees share living arrangements. The relevant employee would be required to update any changes with respect to their live-in partner, or the termination of such relationship, basis which LTIMindtree may withdraw or replace, as applicable, the benefits extended here. These benefits are extended to all Partners, regardless of sexual orientation. Employees can update the partner details on the system only once in 2 years.
Commissioning mother	A Biological mother who uses her egg to create an embryo implanted in any other woman
Surrogate mother	Individual who bears the child and carries the pregnancy to full term

11 References

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12 Annexures

1. Guidelines for Special Sick Leave

Criteria for Sanctioning SSL

- Minimum Service with LTIMindtree of 6 months
- Medical Documents with details of sickness and ongoing treatment
- Sickness must be as per the listed sickness (refer list below) and must be sanctioned by the Corporate Medical Officer
- SSL application should be for more than 5 continuous days

Acute Illnesses	Typhoid, Hepatitis, any acute illness or disease that requires a hospitalization for more than 5 days
Heart	Angioplasty, Bypass surgery, Heart surgeries
Cancer	Surgery, Bone marrow transplant, Chemotherapy/Radiotherapy/Port Implantation
Brain	Brain surgery, Cerebrovascular accidents, stroke
Kidney	Transplantation- Major Kidney surgeries
Bone & Joints	Bone & Joints replacement surgeries
Liver	liver failure& treatment required hospitalization
Spine	Spine surgeries
Major Surgeries	Major Surgeries involving abdominal and thoracic cavity
Accidents	Accidents leading to major surgeries of brain, spine, abdomen& thorax region
Any other Illness/health condition at the discretion of the Corporate Medical Officer (as <i>deemed</i> fit)	