



CLOUDSUFI India Leave Policy

Definition- These are non-working days sanctioned by the organization, which includes national holidays and some festivals days, bearing in mind the local customs and practices followed.

Objective- This policy intends at entailing all the different kinds of leave options available and the eligibility for availing the same.

Scope- All full-time regular employees

Policy Guidelines-

1. Employees are eligible for leave from the date of joining. Leaves should be applied through ADP Portal and a prior approval should be taken from their Reporting Manager.
2. Employees are entitled for 24 working days of All Purpose Leaves each year. The leave entitlement will be 2 days per month (i.e., 2 days leave for every 20 working days) for existing employees as well as new joiners.
3. Accrual: The leave calculation date for every month would be 15th of every month. If the date of joining is on or before 15th of the month, 2 days would be credited and if the date of joining is after the 15th of the month 1 day for that month would be credited to the employee.
4. Subject to requirement, Employees can also avail half day's leaves.
5. Treatment of negative leave balance at the end of the month:
 - a) **For the employees who are on probation-** At the end of month if leaves availed are more than accrued, i.e., carry forward leaves for next month becomes -ve, the excess leaves will be treated as Leave Without Pay (LWP) and the same will reflect in the Salary Slip of the employee with applicable deductions.¹
 - b) **For the employees who have completed their probation-** Maximum 2 excess leaves will be permitted for any month which means no leave will accrue in the Employee's account in the subsequent month. Negative leave balance of more than 2 at the end of the month will be treated as Leave Without Pay (LWP) and the same will reflect in the Salary Slip of the employee with applicable deductions.²
6. An employee can carry forward a maximum of 8 leaves for the next year.³
7. Additionally, the organization will provide a total of 10 working days (6 Fixed and 4 restricted/optional holidays) in the calendar year.
8. Employees may avail a maximum of 2 restricted/optional holidays in a quarter.
9. Restricted/Optional holidays will need to be applied by the employee on ADP.
10. The annual holiday list will be circulated at the end of the year, for the subsequent calendar year.
11. National Holidays, if falling on the weekend are not included in the list.
12. CLOUDSUFI India Holiday calendar will apply to all employees, except if the client/business needs mandates the Client calendar to be followed. Such exceptions will be notified to the employees by 20 December of the preceding year by the Project Lead and notified to the HR.
13. In the event of an employee following the Client/US holiday Calendar, the below holiday list will not be applicable. Employees wishing to take an off on an India holiday would need to apply for a leave through the

¹ With effect from 1st April 2022.

² Ibid.

³ With Effect from 1st January 2022.

ADP and ensure that the Project Lead/ Reporting Manager and the US Stakeholders are informed of the same in time.

Notes-

- i. Leave cannot be availed while serving notice period. Any leaves taken while serving notice period, will be considered as without pay leave. Any pre-approved leaves will automatically stand cancelled during the notice period. All Purpose Leave cannot be adjusted against notice period.
- ii. If an employee leaves the company and has availed more leaves than what has accrued to his/her Leave account, the last drawn basic pay for the excess days would be recovered from the Full & Final Settlement.

Maternity Benefit- We respect motherhood and provide maternity leave to our female employees.

1. Employees, who have been on the rolls of the Company for at least 80 calendar days before the expected date of delivery can apply for maternity leave. For employees who have been on rolls for less than 80 days, Company shall have the sole discretion to extend or not to extend this benefit.
2. Employees can avail a maximum of twenty-six weeks (182 days) of maternity leave of which up to eight weeks can be availed before the expected date of delivery. Maternity leave is a continuous period, inclusive of all intervening days of weekly off and other public holidays declared by the employee's establishment.
3. Employees having two or more than two surviving children shall be entitled for twelve weeks (84 calendar days) of which 6 weeks can be availed before the expected date of delivery.
4. In case where the nature of work assigned to an employee is of such nature that she may work from home, she can do so after availing of the maternity benefit for such period and on such conditions as the Reporting Manager and the employee may mutually agree.
5. Under special circumstances, extension of maternity leave subject to such conditions as he might feel necessary and reasonable may be considered by the Reporting Manager depending upon the severity of the situation and with the prior written approval of the COO.
6. Extension of leave would be adjusted with the available All-Purpose Leave upon approval from manager. Further extension would be considered as leave without pay.
7. Further, the maternity leave shall be Governed by the Maternity Benefit (Amendment) Act 2017 ("the Act") as amended from time to time. The policy shall stand modified to the extent not in accordance with provisions of the Act.

Paternity Benefit- We understand the joyous moment of fatherhood. Male employees will be entitled to paternity leave to carry out his responsibilities. The guiding factors pertaining to Paternity leave are as below:

1. Paternity leave can be availed for a maximum of 14 days, including weekends and public holidays, within 30 days after childbirth or the date of handover of the child in case of adoption/ commissioning which have to be taken at a stretch.
2. Paternity leave can be availed only with prior approval of the Reporting Manager.
3. Employee is required to share the discharge document to avail paternity leave
4. Paternity leave can be availed only for the birth/adoption/ commissioning of the first two children.
5. In case of adoption of commissioning the age of the child on the date of handover should not be more than 3 months.

Adjustment against Statutory Leave

- i. The leaves allowed to employees under this policy are more in number than the minimum number required to be given under law to the employees of an establishment in any state.

- ii. Wherever the laws applicable to any establishment of the Company in any State require leaves to be given to employees under different names, the number of days of All Purpose Leave available to the employees under this policy shall be deemed to cover such legal requirement.
- iii. If the aggregate of the number of paid leaves (by whatever name called) required to be given under such laws is higher than the total number of All Purpose Leaves given in this policy, then such additional number of Special Paid Leave will be allowed to employees to ensure that the total number of All Purpose Leave and Special Paid Leave equal the total minimum number of leaves required by law.
- iv. Special Paid Leave will be subject to the same Rules as All Purpose Leave.

India Holiday List- 2022

S. No.	Date	Day	Occasion	Holiday type
1	26-Jan	Wednesday	Republic Day	Company Holiday
2	18-Mar	Friday	Holi	Company Holiday
3	15-Apr	Friday	Good Friday	Company Holiday
4	15-Aug	Monday	Independence Day	Company Holiday
5	5-Oct	Wednesday	Dussehra	Company Holiday
6	25-Oct	Tuesday	Diwali	Company Holiday
Employees can avail 4 in a year (maximum 2 in a quarter)				
1	13-Jan	Thursday	Lohri	Restricted Holiday
2	1-Mar	Tuesday	Maha Shivaratri	Restricted Holiday
3	14-Apr	Thursday	Baisakhi	Restricted Holiday
4	3-May	Tuesday	Idul Fitr	Restricted Holiday
5	9-Aug	Tuesday	Muharram	Restricted Holiday
6	12-Aug	Friday	Raksha Bandhan	Restricted Holiday
7	19-Aug	Friday	Janmashtmi	Restricted Holiday
8	31-Aug	Wednesday	Ganesh Chaturthi	Restricted Holiday
9	8-Sep	Thursday	Onam	Restricted Holiday
10	27-Oct	Thursday	Bhai Dooj	Restricted Holiday
11	31-Oct	Monday	Chhath Pooja Holiday	Restricted Holiday
12	8-Nov	Tuesday	Guru Nanank Jayanti	Restricted Holiday

Google Holiday Calendar

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1	26-Jan	Wednesday	Republic Day	Company Holiday
2	18-Mar	Friday	Holi	Company Holiday
3	15-Aug	Monday	Independence Day	Company Holiday
4	05-Oct	Wednesday	Dussehra	Company Holiday
5	25-Oct	Tuesday	Diwali	Company Holiday
6	24-Nov	Thursday	Thanks Giving Day	Company Holiday

Client/ US Holiday List- 2022:

S.No.	Date	Day	Occasion	Holiday Type
1	3-Jan-22	Monday	New Year's Day (in lieu)	Client Holiday
2	17-Jan-22	Monday	Martin Luther King Jr. Day	Client Holiday
3	21-Feb-22	Monday	President's Day	Client Holiday
4	30-May-22	Monday	Memorial Day	Client Holiday
5	4-Jul-22	Monday	Independence Day	Client Holiday
6	5-Sep-22	Monday	Labor Day	Client Holiday
7	24-Nov-22	Thursday	Thanksgiving	Client Holiday
8	25-Nov-22	Friday	Day after Thanksgiving	Client Holiday
9	26-Dec-22	Monday	Christmas Day (in lieu)	Client Holiday
10	30-Dec-22	Friday	New Year's Eve (In lieu)	Client Holiday