

<b>Leave and Attendance Policy</b>	<b>Doc. No.:</b>
<b>Policies</b>	<b>Rev. No.: 00</b>
<b>Working Hours, Attendance, Leaves, Policy</b>	<b>Issue Date: 01-April-2023</b>

### **1. Objective:**

To establish an internal procedure for preparation of attendance records, have control over absenteeism of employees, facilitate payment of salary and to enable the employee to take leaves so as to maintain a healthy work-life balance.

### **2. Scope:**

This policy is applicable to all employees.

### **3. Attendance & Leaves Policy:**

The Leave and Attendance Policy is a crucial part of our company's HR policy, outlining rules for employee attendance and leaves. It covers types of leaves, attendance procedures, the application process, and consequences of violations. Our policy aims to create a fair and transparent system for effective workforce management. This handbook presents our company's policy for employees' clarity and compliance. This policy is designed to promote a positive and productive work environment by establishing clear guidelines for employee attendance and working hours. It also encourages employees to prioritize their personal well-being and maintain a healthy work-life balance by taking planned time off.

#### **The intentions of creating this policy are as follows:**

1. A guideline to calculate employee attendance and accurate salary preparation
2. Compliance with statutory guidelines
3. Define office timing as per business requirements
4. The Leave Accounting Period (LAP) is based on the Financial year (April-March)
5. Eligible leaves will be credited to the employee account at the start of each month.

## 4. Definitions

<b>Employee</b>	<b>An individual (employee; employee under probation; project trainee consultant) working for Rapid Innovation</b>
<b>Probation period</b>	<b>A trial period for new employees, prior to the confirmation of their employment</b>
<b>Confirmed Employees</b>	<b>Employees who have successfully completed the probation period and are declared as Confirmed employees by HR/Management.</b>
<b>EL</b>	<b>Earned Leaves</b>
<b>CO</b>	<b>Compensatory Off</b>
<b>SL</b>	<b>Sick Leave</b>
<b>SL2</b>	<b>Special Leave</b>
<b>ML</b>	<b>Maternity Leave</b>
<b>PL</b>	<b>Paternity Leave</b>
<b>LWP</b>	<b>Leave Without Pay</b>
<b>Financial Year</b>	<b>1st April to 31st March</b>
<b>Supervisor/Reporting Manager</b>	<b>Any employee to whom the subject employee directly reports and such a person authorized by the Management or HR.</b>
<b>HRD</b>	<b>Human Resource Department</b>

## 5. Attendance

As responsible and diligent employees of **Rapid Innovation**, all employees are expected to be punctual and use Check-In & Check-out to regularise attendance at Keka.

## 6. Working Hours & Daily Break

1. We at Rapid Innovation work 5 days a week i.e Monday to Friday.
2. We are proud to offer flexible working hours for our employees but it is necessary to complete 40 hrs per week at Rapid Shot or Team Logger.
3. Our core business working hours are from 10:00 AM to 7:00 PM.
4. We have a flexible working policy that allows our employees to work before or after these hours based on their tasks and project needs. We understand that meeting our client's expectations is of utmost importance, and we expect our employees to be available as per the client and project requirements. So, our team members may need to adjust their working hours as per the client's time zone or project deadlines. We believe that this approach enables us to provide the best possible service to our clients while maintaining a healthy work-life balance for our employees.
5. Employees can take one hour break between official working hours of 10 am to 7 pm.

## 7. Half-Day Leaves

Half-day leaves are the type of leaves taken for just half of the day, i.e. the employee may take off either for the first half of the day or the second half. Details are:

Hours worked	Attendance
10:00 AM to 2:00 PM	Half Day Present
10:00 AM to 7:00 PM	Full Day Present

## 8. Public Holidays and Leaves

Leave Type	Entitlement	Total No. of leaves	Applicability	Carry-forward
<b>Public Holidays</b>	Yearly	10 Per annum	To all employees	No
<b>EL</b>	Monthly	18 Per annum	On confirmation	Yes
<b>SL</b>	Monthly	6 Per annum	To all employees	No
<b>Special Leave</b>	Yearly	5 Per annum	On confirmation (applicable after 1 Year of completion)	No
<b>PL</b>	Once in total tenure with Rapid Innovation	5 Working Days	On confirmation (applicable after 1 year of completion)	No
<b>ML</b>	Once in total tenure with Rapid Innovation	180 Days	On confirmation (applicable after 1 year of completion)	No
<b>CO</b>	As per work done	NA	For all employees	No

## A. Public Holiday

Rapid Innovation observes that we live in a country where we celebrate together. For this, we have a Holiday List that can be referred to for knowing National and Religious holidays. Managing Supervisors are advised not to refuse a holiday to an employee unless it is necessary for the employee to be working on these days and is vital in the interest of the Company. An employee should be refrained from working on National Holidays i.e. 26th January 15th August and 2nd October.

1. There would be 10 public holidays, out of which 8 are fixed and will be given by Rapid Innovation, and the other 2, are optional for all the employees which they can take only on the regional festival they celebrate. For eg., Raksha Bandhan is not a fixed holiday for us and if someone celebrates this festival then one can utilize his or her optional leave on Raksha Bandhan.
2. For optional leaves, the employee needs to take approval over the mail from his/her Reporting Manager/Team Lead. **Optional leave has to be applied 15 days before the leave.**

## B. Earned Leaves (EL)

These are the types of leave that can be carried forward to the next calendar year for employees.

### Standard entitlement of Earned Leaves

1. In Rapid Innovation, employees accrue 1.5 days of Earned Leave (EL) every month, resulting in a total of 18 EL days over the course of 12 months of service.
2. Weekly off/ Holidays (National Holidays/Festival Holidays/ Weekends) falling during the leave period are not counted against leave time.
3. When taking time off from work, it's important to understand that earned leave and sick leave are two separate types of leave. You cannot combine or use them interchangeably. For example, if you take earned leave on May 1st and then request sick leave the following day, only the earned leave will be granted. The sick leave request will not be approved, and you will have to take it as a Loss of Pay (LOP). Therefore, it's crucial to plan your leave in advance and understand the policies surrounding different types of leave to avoid any confusion or issues.
4. Non-confirmed employees will not be entitled to Earned Leaves.
5. A confirmed employee is entitled to get earned leave at the rate of 1.5 work-day at the close of every month (provided the employee is on service for all 30 days). If an employee quits Rapid Innovation on or before the last working day of any month, NO EL will be accrued to his/her account for that month.
6. If an employee is on notice period he/she is not entitled to any EL's.
7. If an employee goes on a loss of pay (LOP) that lasts for more than 30 consecutive days, including weekends and holidays, no earned leaves (ELs) will be accumulated during that period

## Carry Forward of EL

**Carry Forward at end of the Financial Year (April to March):** A maximum of **10 days** shall be carried forward at the end of the financial year to the next financial year., EL balance exceeding this number will lapse automatically, rest all other types of leaves will lapse if not used.

## C. Sick Leave (SL)

Sick leave is a type of paid leave employees can take when they feel unwell or sick.

### Standard entitlement of Sick Leaves

1. During 12 months of service at Rapid Innovation, an employee is entitled to take up to 6 days of sick leave (SL).
2. Weekly off/ Holidays (National Holidays/Festival Holidays/ Weekends) falling during the leave period are not counted against leave time.
3. Employees who commence employment between the 1st and 15th day of any given month will not accrue any sick leave balance for that month. On the other hand, those who start working after the 15th day of the month will receive 0.5 SL credits for the remaining days of month.
4. If an employee takes more than 3 SL in one go then he/she needs to provide a medical certificate.
5. If you experience a prolonged illness and exhaust your sick leave, you may utilize your earned leave until you have fully recovered.

## D. Special Leave (SL2)

The provision of special leave for employees aims to cultivate a supportive work environment that enhances individual employees' contributions towards achieving effective and efficient service delivery. Rapid Innovation grants an SL2 of 5 days to all confirmed employees after completion of 1 year with Rapid Innovation.

**Standard Entitlement:** 5 days (Excluding any holidays, Saturday & Sunday).

1. **An employee can avail 5 days of SL2.** This flexibility has been provided in regard to the employees of the organization for any auspicious occasion or situation.
2. However, it is required that the employee take all 5 days' leave at once and is not permitted to divide it into smaller periods.
3. These leaves cannot be clubbed with the ELs.
4. The special leaves are neither en-cashable nor could be carried forward.
5. It is applicable only for your auspicious occasion that is marriage or death of any near or dear ones. Rapid Innovation grants the Special Leaves of 5 days to all confirmed employees applicable after completing a year of service.

## E. Paternity Leave (PL)

It is the mentioned period when a father working as an employee with Rapid Innovation is granted leave from work to take care of the child and spend time with the newborn child.

**Standard Entitlement:** 5 days (Excluding any holidays, Saturday & Sunday).

1. In addition, he can avail 5 days of paternity leave and these would be on a working day basis which means that intervening public holidays & weekly off will not be counted and has to be taken in one block.
2. It is applicable only if the employee will complete 1 year with Rapid Innovation.

## F. Maternity leave (ML)

It is a temporary absence from an employee's position and applies to expectant or new mothers who require time off for pregnancy, childbirth, and child care.

The existing Maternity Benefit Policy is as below:

1. If a female employee has worked for at least 80 days prior to her pregnancy, she can apply for maternity leave and receive a maximum of 180 working days off. To do so, she must submit a certificate from a Registered Medical Practitioner. This policy applies to her first two children.
2. Out of 180 days, 90 days would be paid by Rapid Innovation i.e, the Basic salary of the employee, and 90 days would be unpaid.
3. A female employee with two or more children will be entitled to a maximum of 60 days of maternity leave.
4. A female employee who adopts a child below the age of three years will be entitled to a maximum of 60 days of maternity leave. The period of maternity leave will be calculated from the date the child is handed over to the adopting mother. This leave will apply only to two children.
5. A female employee and commissioning mother (a woman who uses her egg to create an embryo implanted in any other woman) will be entitled to a maximum of 60 days of maternity leave. The period of maternity leave will be calculated from the date the child is handed over to the commissioning mother.
6. In exceptional cases, a female employee can avail of Privilege Leave/Exigency Leave after exhausting the applicable Maternity Leave subject to prior approval of the HR Head. The female employee must apply to the immediate manager for the same. Grant of such additional leave is discretionary and not automatic.
7. It is applicable only if the employee will complete 1 year with Rapid Innovation.

## G. Compensatory Leave (CO)

1. Compensatory off is a leave granted by the Supervisor/Company Senior Official to the employee for working on a weekend or a holiday when asked by his/her
2. Supervisor.
3. Compensatory offs are non-statutory leaves brought in use to compensate for the time an employee spent on weekends or holidays for business needs.
4. It would be credited to an employee leave balance by the HR dept, based on approval from the respective supervisor.
5. Compensatory offs are subject to approval from the employee's Supervisor, who may grant it at discretion based on the allowance given by the Project/Business. Employees should not ask for a CO as a matter of right like other statutory leaves (e.g. EL).
6. Compensatory Offs shall accrue only when an employee works on a weekend or a holiday (on being asked by his/her Supervisor) and the same shall accrue in proportion to the number of hours worked as depicted in the criterion for a **full day, half day & absence** hours worked in the attendance section above. Thus, for illustration, if an employee has worked for 4 Hrs 30 min. he/she should be entitled to 0.5 CO.
7. CO should be consumed within 30 days of credit.
8. More than 2 CO cannot be clubbed together to be availed at a time.
9. The CO is neither en-cashable nor could be carried forward.

## H. Loss of Pay (LOP)

1. An employee cannot ask for LOP as a matter of right.
2. It is expected that employees should not exceed the available leave balance (if possible). For any reason, if he/she exceeds the available balance it will be adjusted with the coming month's leave balance up to a maximum of **5 leaves** (in negative balance). If the negative leave balance exceeds the limit then it would be a loss of pay with the supervisors' approval.
3. Going on LOP without approval from your Team Lead is a breach of discipline and can invite disciplinary action including termination of services.
4. During the Notice period, an employee is expected to spend adequate time handing over responsibilities to another assigned employee. Any leave taken without prior approval will be treated as a loss of pay (LOP).

## I. Planned Leave

1. When leave is planned for at least 1 business day, you are expected to inform the following:
2. Send an email to both the Reporting Manager and HR, copying the team to ensure clear communication, regarding the leave request. Please note that the Reporting Manager has the authority to cancel the leave if any potential risks or impacts arise.
3. Before applying for a leave, discuss the impact on the project, and sprint goals and resolve dependencies.



## J. Unplanned Leave

In case of unplanned leave, you are expected to do the following:

1. As per the requirement, you need to inform your Reporting Manager/HR about whether the client has been notified regarding a certain matter or if a specific team member will be responsible for conveying the information to the client. You can communicate this information through a phone call or email, provided you have the necessary authorization. Alternatively, you may delegate the task to a colleague within your team. Regardless of the chosen method, it is your responsibility to ensure that all parties involved are duly informed.
2. Before applying for a leave, discuss the impact on the project, and sprint goals and resolve dependencies.

## Leave Application Process

1. You need to take approval from your reporting manager/HOD. You need to keep the HR team in CC for every leave approval mail.
2. Once leave is approved make sure you mark your leave on Keka.

**Kindly note if any of the steps in found not being followed will be treated as Loss of Pay (LOP)**

## Important Points to Remember

1. As a responsible employee of Rapid Innovation, you are expected to use your leaves in a pre-planned manner during the year.
2. All leaves must be informed in advance. Unplanned leaves are highly discouraged.
3. For planned leaves of more than 5 consecutive days, approval should be taken at least 3 weeks in advance from the Team Lead by email and mark HR in cc.
4. It is an employee's responsibility to apply the leave requests e-mail without fail to the HR/reporting manager and communicate the leave plan to all the team members for ready reference.
5. It is the responsibility of the respective Reporting Manager to approve all the leaves on or before the last day of every month on Keka.
6. The Team Lead/Reporting Manager has full authority to reject the leave request of an employee due to business requirements, so it is highly recommended that the leave plan should be discussed in advance and fairly distributed among the team.
7. We don't have a sandwich rule in Rapid Innovation, there are exceptions to the policy. For example, if an employee takes planned leaves on Friday and Monday, only two earned leaves will be counted. However, if an employee takes a leave on Wednesday and Thursday and also remains absent from work on Friday, then the weekend (Saturday and Sunday) will also be deducted from their earned leaves. This means that a total of five days' leave will be deducted

8. It is strictly forbidden for employees to take any unplanned leave, whether it is Sick or Earned leave, on the day before or after a long holiday. For example, if January 1, 2021, falls on a Friday, employees cannot take unplanned leave on December 31, 2020 (Thursday) or January 4, 2021 (Monday). If an employee is too sick and needs to take leave, they must provide a doctor's prescription and apply for leave. Otherwise, any unplanned leave (Sick or Earned) will be considered as Leave Without Pay.

**Note: For further information, please drop a mail to [teamhr@rapidinnovation.dev](mailto:teamhr@rapidinnovation.dev)**