

## **Leave Policy**

Leaves in Affine are calculated and granted in one Fiscal year (1st April to 31st March) and segregated into three major categories – Earned Leave, Sick/ Casual leaves and Public Holidays.

### **Process for applying leaves (applicable across leave types)**

- It is expected that leaves will be scheduled in a manner which addresses the employees' needs as well as Affine's project & team requirements
- Leaves need to be applied on GreytHR portal
- All leaves should be approved by the project manager / reporting manager of the concerned employee
- Submitting a leave request does not ensure confirmation, it is recommended that the employee obtains approval before making travel plans / booking tickets etc
- In case your leave plans are changed post approval, please notify the approving authority & HR immediately
- New joiners who do not have sufficient leaves in their account will have to opt for LOP (loss of pay)

### **Earned Leave**

Earned Leave is the leave which is earned by an employee by the discharge of his/ her duties in a certain period of time. At Affine, we grant Earned Leaves on a half yearly basis.

### **Eligibility**

- All Full-time and Contractual employees of Affine are eligible to take earned leaves
- The maximum number of earned leaves is twenty (20) days per fiscal year
- Employees joining after the start of the fiscal year are subject to eligibility on proration
- 10 ELs will be credited at the beginning of April and October respectively in each fiscal year
- For any transferred employee from India to US or vice versa, EL will be paid out with the full & final settlement
- Employees cannot avail leaves from upcoming quarter (in advance) within 6 months of the date of joining

**Accumulation / Carry Forward**

The ELs accrued are meant to be used in the same year & employees are encouraged to plan their leaves to take benefit of them. If an employee is not able to use all accrued ELs within the fiscal year, then he / she can carry forward the unutilized ELs to the next fiscal year. However, the maximum no. of such ELs that can be carried forward is capped at 10. Unutilized ELs over and above ten (10) days will be encashed in the next fiscal year.

**Sick / Casual Leaves**

Sick/ Casual leaves are meant to be taken under the following conditions are usually short notice leaves and are taken under the following instances:

- Compassionate leave
- Sickness of the employee
- Urgent personal reasons
- Illness in immediate family
- Sick/ Casual leaves are short notice leaves & all Casual leaves must be approved by reporting manager / Client either before or after (within 2 days) the leave is taken. In case the leave requirement is sudden & a prior approval is not taken, the employee is expected to inform the project manager / reporting manager by 9 am on the day of leave.
- At Affine Inc., employees are granted 6 days of Sick & Casual leaves for the Fiscal year (Apr- Mar) For employees joining mid-year, this eligibility would be computed on a pro-rata basis
- These leaves cannot be clubbed together with Earned leaves
- An employee cannot avail more than two Casual Leaves at one go. If this happens it will automatically fall into the category of Earned Leaves
- Sick leaves are the time off from work to stay at home and address to the health and safety needs. In case of sick leave amounting to more than 3 days, a doctor's certificate of illness is mandatory
- Unused Casual Leaves & Sick Leaves are calculated on pro-rata basis and expire at the end of the fiscal year & cannot be accumulated / carried forward to the next year
- For any transferred employee from US to India or vis versa, the remaining CL will lapse

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## **Compensatory Leave**

- Employees are eligible for Comp off leave in case they are required to work on their respective client declared holidays or weekends
- The Comp off needs to be approved by Senior Engagement Manager/Senior Vice President, post which the HR team would credit the Comp off to the employee's leave account
- The comp off has a validity of 3 months
- In-case a Manager misses out approving the Comp-off within the validity period then the same number of Earned leaves will be deducted from the respective Managers' account
- Comp off leave cannot be encashed or carried forward

Note : For any transferred employee from US to India or vice versa, the remaining Comp off will lapse

## **Public holidays**

The employees in Client facing role will follow the client holiday list for availing public holidays. For employees who are not in Client facing role will follow the Affine declared holidays available on GreytHR.

## **Special Leave Policy**

### **Introduction**

At Affine, employee's well-being is our utmost concern. In order cope with COVID related challenges, Affine provides a paid time off to employees who are tested covid positive so that they can recover faster.

### **Eligibility**

All active employees of Affine are eligible to avail this leave and there is no minimum period of company service required.

### **Process**

- The employee should notify and discuss the covid Leave plans with the Manager and HR
- HR will inform the Insurance Team for any medical help that an employee might need
- In case of any leave extension, employee needs to inform their Manager and then Managers will have to take necessary approvals from Sr. Managers/ VP
- During this leave period, the email ID will be directed to their Manager

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## Entitlement

- Employees who are tested covid positive can take this special leave for up to Four (4) working days
- Employee will have to provide a certified medical report prior to availing the leave
- Upon return, the leave needs to be updated on GreytHR

**Note:** Covid Leave is granted in addition to the sick leaves and cannot be carried forward/encashed

## Caregiver Leave Policy

### Introduction

At Affine, we understand that losing a loved one can be unexpected and a difficult time in one's life. Therefore, Affine provides a paid time off to grieve the loss of a loved one, attend funeral services, and take care of any personal matters.

### Eligibility

All active employees of Affine are eligible to avail this leave and there is no minimum period of company service required.

### Process

- The employee should notify and discuss the Caregiver Leave plans with the Manager and HR
- While business requirements must be taken into consideration, respective Manager will work with the employee to ensure that the workload does not restrict one from taking this leave
- In case of any leave extension, employee needs to inform their Manager and then Managers will have to take necessary approvals from Sr. Managers/ VP
- During the caregiving leave period, the email ID will be directed to their Manager  
Entitlement to Caregiver leave

### Entitlement to Caregiver leave

- Employees can take Caregiver Leave for up to Ten (10) working days in the event of death of an immediate family member
- Upon return, the leave needs to be updated on GreytHR

*Note: Caregiver Leave is granted in addition to the Earned leaves. This cannot be carried forward/encashed.*

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## **Sabbatical Leave**

### **Policy Introduction**

At Affine, we understand that our employees manage competing priorities hence this policy is designed to give them the opportunity to take a career break for specific reasons for a pre-determined time period.

### **Eligibility**

- Full time and Contractual employees with a minimum tenure of one year at Affine
- Should have a valid reason or need for the leave, for example:
  - Pursue higher education
  - Medical emergency for self or family
  - Pursue their area of interest

### **Process**

- The employee should discuss and take a written approval from the Reporting Manager and VP
- The employee should apply for sabbatical leave at least 3 months in advance
- The employee needs to undertake a commitment to remain engaged with Affine for at least 6 months following the return from sabbatical leave
- The employee will be required to handover the laptop and his/ her email ID will be disabled
- The employee should abide by the terms & condition of sabbatical leave

### **Entitlement to sabbatical leave**

- Full Time and Contractual employees may undertake a maximum of 2 sabbaticals during their tenure at Affine
- An employee will not be eligible to take sabbatical twice in a year
- Each sabbatical will be for a period of up to 3 months only. In case of longer duration, the same needs to be approved by VP/CEO
- There should be a gap of at least one year between two subsequent sabbatical leaves

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- Sabbatical leave will be an unpaid leave with no entitlements like health/ dental insurance, PF, Gratuity etc. Eligible leave will not be adjusted against Sabbatical leave
- Employee will not be eligible for any allowance/ reimbursements / Earned Leave will be paid/credited during the sabbatical leave

#### **Terms and conditions**

- A sabbatical will not result in a break in employment. However, provisions dependent upon length of service i.e. annual leave, sick leave, and maternity leave will be deemed to be suspended during the period of the sabbatical
- The employee availing sabbatical leave cannot work for another company, while in employment at Affine
- The employee should be sent any information that the reporting manager considers relevant in relation to developments within their team in order to keep the employee up to date. This can be sent on personal email/mobile phone
- The employee will remain on their current terms and conditions of assignment although not at work. If Performance appraisal is due during the sabbatical leave, the individual will have to complete the appraisals before commencement of sabbatical leave
- On joining, the individual will be required to submit a report if the leave was on medical grounds

#### **On return from sabbatical**

- The employee must confirm the date of their return to work in writing to their reporting manager and a copy to VP/HR prior to taking the sabbatical
- The individual is entitled to return to their original designation but there is no guarantee that he/ she would return to the same project/client
- Sabbatical may impact the normal course of promotion and work assignment if the manager so deems appropriate

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### **When the individual decides not to return to work**

- If the individual decides not to return to work, they should give a written request to Reporting Manager and VP/HR, at least 4 weeks before the sabbatical is due to end
- The exit formalities would need to be completed by the individual:
  - Return all assets / documents as necessary
  - Knowledge Transfer as necessary
- The individual's last day in the organization (to be stated in the experience/ relieving letter) would be the start date of the sabbatical leave

### **Long Leave Policy**

#### **Introduction**

At Affine, we understand that our employees manage competing priorities hence this policy is designed to give them the opportunity to take a break for specific reasons for a pre-determined time period.

#### **Eligibility**

Full time and Contractual employees with a minimum tenure of 6 months at Affine Should have a valid reason or need for the leave, for example:

- Medical emergency of self or family
- Personal reason

#### **Process**

- The employee should discuss and take a written approval from the Reporting Manager and VP
- In case an employee is taking break to address health concern of self/ family, then the employee needs to send a formal email to HR at least a week prior to availing long leave
- In case an employee needs to avail long leave for any other reason, the same needs to be informed to HR, Reporting Manager & VP at least a month prior to availing long leave

#### **Entitlement to long leave**

- Full Time and Contractual employees may undertake a maximum of 1 long leave in a year
- Each long leave will be valid for a period of 1 month only. In case the long leave extends beyond a month (30 days), the terms & conditions per sabbatical leave policy would be applicable
- There should be a gap of at least 10 months between two subsequent long leaves
- During the long leave, an employee will be eligible to entitlements like health insurance, PF, Gratuity etc.

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- Earned Leave, Optional Leave and Comp offs can be adjusted against long leave
- Casual/ Sick leave can be adjusted against long leave only in the case of medical condition of self/ family
- In case an employee does not have enough leave balance then he/ she will have to apply for LOP (Loss of Pay)
- In case of LOP, leave shall be deducted for weekends & company declared holidays
- Employee will not be eligible for any allowance/ reimbursements
- Earned leave & Casual/ Sick Leave will be credited to the employee's leave account as per the Leave policy norms
- The duration of long leave will not impact the experience letter

#### **Terms and conditions**

- The employee availing long leave cannot work for another company, while in employment at Affine
- The employee should be sent any information that the reporting manager considers relevant in relation to developments within their team in order to keep the employee up to date. This can be sent on official email address/mobile phone
- The employee will remain on their current terms and conditions of assignment although not at work
- If Performance appraisal is due during the long leave, the individual will have to complete the discussions before commencement of leave
- On joining, the individual will be required to submit a report if the leave was on medical grounds

#### **Upon returning from long leave**

- Upon returning to work, Affine shall make every effort to reinstate the employee in his/her present position or in an equivalent or comparable position in the Company and at a salary that is not less than the employee's last drawn salary prior to the leave
- However, Affine cannot guarantee that the employee will return to the same project post long leave
- If an employee is on an approved long leave, and accepts a position in another Company, he/she will have to adhere the norms as per the Notice Period/ Exit policy

Note : Request for long leave is reviewed on a case-to-case basis and is dependent on the discretion of the management team and HR. The long leave can be extended from 30 days to 6 weeks on the discretion of the management.

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## **Other Leaves**

### **Maternity Leaves**

Female Affine employees are entitled to take maternity leaves before and after the birth of their child.

#### **Key Features**

- Entitled to 12 weeks of paid job protected leave for Mother of new-born child
- If the new mother desires to extend the leave for personal or emergency reasons, the company may decide to grant it subject to approval from Reporting Manager and HR Manager
- This extended leave period would be treated as 'Leave without pay' and the employee would not be eligible for salaries or any other material benefits from the company for the extended leave period
- The leave extension request should be sent to the HR manager minimum 2 weeks in advance of the start of the leave extension period

#### **Eligibility**

- Full time and Contractual employees of Affine Inc., who have completed a minimum of 365 days of continuous service at Affine Analytics Pvt. Ltd. and/or its subsidiaries before proceeding on maternity leave are eligible to avail 12 weeks of paid leave
- \* Full time and Contractual employees of Affine Inc., who have not completed a minimum of 365 days of continuous service at Affine Analytics Pvt. Ltd. and/or its subsidiaries before proceeding on maternity leave are eligible to avail 12 weeks of unpaid leave

*\*Per the Family and Medical Leave Act (FMLA) of 1993*

#### **Leave Application Process**

- The leave application should be sent at least 2 months before proceeding on leave
- Leave application to be sent to the reporting manager & HR
- The employee must ensure an official approval of the leave request

### **Paternity Leaves:**

Male Affine employees are entitled to take paid paternity leaves before and/or after the birth of their child.

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## Eligibility

- Full time and Contractual employees of Affine Inc., who have completed a minimum of 365 days of continuous service at Affine Analytics Pvt. Ltd. and/or its subsidiaries before proceeding on paternity leave are eligible to avail 2 weeks of paid leave and 10 weeks of unpaid leave.
- \* Full time and Contractual employees of Affine Inc., who have not completed a minimum of 365 days of continuous service at Affine Analytics Pvt. Ltd. and/or its subsidiaries before proceeding on paternity leave are eligible to avail 12 weeks of unpaid leave.

*\* Per the Family and Medical Leave Act (FMLA) of 1993*

## Key Features:

- Entitled to paid leave of 2 weeks immediately before and/or after the birth of their child
- Employee needs to keep the HR and Reporting Manager informed at-least 2 months in advance of the anticipated leaves
- In case the employee wants to extend the leave period, the company may decide to grant it, subject to approval from Reporting Manager and HR. However, such leave will be treated as “Leave without pay”

## Guidelines for Maternity / Paternity Leave Period

- For leaves with duration beyond 4 weeks, Affine properties such as laptop/disk drives/ books etc. should be handed over prior to the planned leave
- During the leave tenure, the employee is still bound by the terms of confidentiality and other conduct policies of Affine
- During the leave period, the employee is not expected to pursue employment with other organizations. Violation of this condition could lead to the employee forfeiting her/his claim to maternity/paternity benefit and could also lead to termination of employment with Affine. During the maternity/paternity leave period, there will be no accrual of Leaves (EL/ SL)
- Maternity/paternity leaves may be combined with accrued Earned leave with prior approval The extended leave above and beyond the entitled maternity/paternity leave cannot exceed 12 weeks. It is the responsibility of the employee to intimate the manager and the HR on the intended return date at least 2 weeks prior to resuming work
- An employee will not be eligible for Maternity/Paternity leaves for more than one occurrence during one-year period
- During the leave, the employee’s variable pay for the fiscal year would be adjusted on a prorated basis to the number of days of maternity/paternity leave and extended leave

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