

# Leave & Attendance Policy

## 1. Objective

Brevitaz Systems believes employees should have opportunities to enjoy their time away from work to help balance their professional and personal lives. The company encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.

## 2. Annual Leaves

- a. Employees are eligible for 8 Planned Leaves (PL), 8 Unplanned Leaves (UPL), and 1 floating leave. This change will apply starting in January 2025.
- b. PLs of 3 or more days need to be preplanned. Prior email approval of the lead and HR head must be taken and the leaves must be applied in Zoho at least 1 week in advance. If the number of PL is up to 2 days, the leave needs to be applied in Zoho at least 2 days in advance.
- c. All leaves must be applied on Zoho people (<https://people.zoho.in/brevitaz/zp#leavetracker/views/list>). If you are not, the leave will be considered LWP. The leave calendar for annual leaves runs from January to December.
- d. Only working days are to be considered leave days. Thus, even if a weekly off or holiday is sandwiched in any way with leaves, the weekly off shall not be counted as a leave day. For example, if one takes leave from Tuesday through Friday with Wednesday and Thursday in between being holidays, the number of leaves consumed shall be only 2 while the employee would be away from work for 4 days.
- e. For unplanned leaves, the employee must apply for leave at most within 2 working days after resuming work. Failing to do so will result in LWP.

### 3. Leave Credit Policy

- a. At the beginning of the calendar year, 8 unplanned leaves will be credited to the leave balance.
- b. At the start of each quarter, 2 planned leaves will be credited.
- c. Advance leave credits shall not be entertained.
- d. No leaves will be credited during the notice period.
- e. Leave will get credited once the probation period is completed.

### 4. Compensatory Leaves

- a. Employees may be required to work on public holidays and/or during weekly off days. If the employee's Team Lead or Manager officially mandates such work in writing, the employee may be compensated with compensatory leave for those days.

### 5. Leave Encashment

- a. A maximum of 5 PL will be carried forward to the next year and the rest of the leaves will be encashed.
- b. Leave encashment will be processed and paid along with a salary for January month of the subsequent year.
- c. Leave encashment will be calculated based on the employee's basic salary.

## 6. Public Holidays

- a. Employees are entitled to a customarily paid festival and national holidays as outlined by the Company and displayed/communicated at the beginning of each year.

## 7. Leave Without Pay (LWP)

- a. Any non-compliance with PL, UPL, or WFH will result in LWP.

## 8. Leaves During Notice Period

- a. Leaves cannot be adjusted against the notice period. Any deviation from this has to be approved by the HOD and Head HR.
- b. Leaves taken in the notice period will be considered as LWP & leave balance will also be deducted.
- c. Leaves taken during the notice period may result in an extension of the last working date.

## 9. Probation Period

- a. Employees are not entitled to leave during the probation period.
- b. Employees are free to avail of LWP in emergency cases. However, the probation period will be extended accordingly.

## 10. Work From Home (WFH)

- a. Employees are eligible for a quota of 12 WFH from January to June and a quota of 24 WFH from July to December. July to December quota is considered on the higher side to allow more flexibility to work around the inconveniences that may be caused by the monsoon season.
- b. Employees are not allowed to take 2 or more days of consecutive WFH.
- c. HR & Team lead has the right to disallow specific WFH requests in case of specific project needs that require tight collaboration
- d. Any special request for 2 or more consecutive WFH needs to be preplanned & this WFH Leave must be applied in Zoho at least 1 week in advance and it must be approved in Zoho by the lead and HR head. It is to be noted that the default policy is rejection for 2 or more consecutive WFH. Only in case of out-of-station employees visiting their native or for unavoidable circumstances, the lead and HR may decide to approve such special requests.
- e. For 1 WFH, it should be applied in zoho by 10 am of the day for which WFH is applied.
- f. If anyone avails WFH without applying in zoho then it will be considered as LWP.
- g. When the employee is WFH out of Ahmedabad and faces a hardware issue that prohibits them from continuing work, the employee may need to compensate for the lost work time over the weekend with a prior agreement with the Manager once the hardware issue is resolved.
- h. You can apply WFH from here -  
<https://people.zoho.in/brevitaz/zp#leavetracker/views/list>

## 11. Maternity Leaves

- a. Employees are entitled to paid maternity leave of 6 months.
- b. Paid maternity leave compensation will be credited to the employee's bank account in 3 equal parts quarterly, once the employee rejoins after maternity leave. These credits will be done at the end of the first, second, and third quarters after rejoining.
- c. Pay for maternity leave will be paid once you start full-time.
- d. Maternity leave compensation will take into account the basic monthly salary of the employee on the last working month before the maternity leave.  
For example, Komal's monthly basic salary is 25000 INR on her last day before maternity leave. She rejoins after maternity leave on 19th February 2021. She will receive the first credit of 50000 INR and the salary of May 2021 (credited in June 2021). The second and third credits will be done along with the salary for August 2021 and November 2021.
- e. Paid maternity leave compensation is subject to the employee continuing to work with Brevitaz. In the above example, if Komal resigns from Brevitaz in October 2021, she would not be eligible for a third payment of paid maternity leave.
- f. Employees in the probation period are not entitled to maternity leave.
- g. Appraisal cycle & maternity leave
- h. The Appraisal cycle of the employee would not be impacted for the employee availing maternity leave if the appraisal doesn't fall during the leave period. However, the salary revision would be proportional to the months worked in the previous appraisal period.
- i. If the appraisal fall overlaps with the leave period, the appraisal month will be considered the month in which the employee rejoins after maternity leave. The subsequent appraisal month will also be reset to the rejoining month rather than the joining month.
- j. Due to unavoidable circumstances, if it is required to have more leaves, it would be possible to extend the leave as unpaid leave after approval from management.

- k. Post maternity leave, employees are entitled to 1 year of Work From Home.
- l. Maternity leave benefits can be availed after 1 year of joining.

## 12. Paternity Leaves

- a. Employees are entitled to paid paternity leave of 5 working days.
- b. 10 days of additional WFH will be granted post-paternity. These 10 WFH will not be clubbed into regular WFH and one needs to consume within the first month after the child's birth.

## 13. Work Hours

- a. Employees are expected to spend 8 productive hours daily and a minimum of 40 productive hours weekly, excluding all breaks.
- b. If the hours clocked in a day are less than 6 hours, the employee will be considered absent for half-day LWP.
- c. If the hours clocked in a day are less than 4 hours, the employee will be considered absent for a full day. 4 hours of presence is a minimum criterion for the day to be considered as a half-day LWP.
- d. If the total weekly hours are less than 40, then the shortfall will result in the respective LWP.
  - i. For example, a shortfall of up to 4 hours will result in a half-day LWP. A shortfall of 4 to 8 hours will result in full-day LWP.
- e. Check-in/check-out time modification requests can be at most 4 per month. It is every individual's responsibility to verify that the system correctly logs the check-in/check-out timings by refreshing the Zoho page and double-checking.
- f. If any check-in/check-out time modification request is found manipulative, it may lead to strict consequences for the individual. Such ethical issues will not be tolerated or taken lightly.