

## Wissend Consultancy Services (WCS) Leave Policy

### 1. **Objective :**

To articulate the guidelines pertaining to leave entitlement.

### 2. **Coverage and Effective date:**

This Policy shall apply to all trainees and full-time employees of Wissend consultancy services and shall take effective from 01-01-2023.

### 3. **Leave Year:**

"Leave year" shall be the period from 1<sup>st</sup> January to 31<sup>st</sup> December.

### 4. **Types of Leave and governing conditions.**

Casual Leave (CL)

Sick Leave (SL)

Maternity Leave (ML)

Special Category Leaves (SCL)

### 5. **General conditions regarding leave**

The authority empowered to grant leave has the discretion to refuse, postpone, curtail or revoke leave according to business exigencies. The reasons thereof shall be recorded and communicated to the employee. All leave shall be applied in greyt HR/PMT portal and approved in advance. All leave to the credit of an employee shall ordinarily lapse on the date of resignation of his/ her services.

#### **A. Casual Leave**

- All employees are eligible for 12 working days of leave in a year @ 1 day a month shall be credited in employee's leave account.
- Employees joining after 15<sup>th</sup> of the month will not be eligible for CL for the month.
- Trainees will be eligible for one day CL/month.
- Maximum CL availed should not exceed 3 days a month.
- Holidays and weekly offs that fall during the intervening leave period will be counted as LOP.
- Employees shall be permitted to avail half day CL, either in the first half or second half of the day.
- Employees under notice Period on resignation shall not be eligible to avail CL.
- CL shall lapse at the end of every year and is not encashable

#### **B. Sick Leave**

- All confirmed employees are eligible for 6 working days leave in a year, which will be credited at the beginning of the year i.e. (1 Jan 2023).
- The SL in excess of 6 days shall automatically lapse on 31<sup>st</sup> of December every year effective 01<sup>st</sup> Jan 2023.

- Employees shall be permitted to avail half day SL, either in the first half or second half.
- SL shall lapse at the time of separation from the services and it's not encashable.
- Employees shall be submitted the supporting medical documents if the leave is availed for more than 3 consecutive days.
- The maximum accumulation of SL can be 12 days.
- SL shall not be clubbed with any other leave categories

### C. **Maternity Leave (ML)**

ML is granted to married female employees for pre-natal and post-natal health care. The conditions governing ML are as given below:

- Female employees are eligible for 180 days (i.e., 6 months) of ML, of which not more than 6 weeks could precede the date of expected delivery for a maximum of two such occasions.
- To be eligible for ML, the employee should have worked for a period of not less than 80 days during the twelve months immediately preceding the expected delivery date.
- This Leave has to be availed in one spell. The application for ML should be supported with a doctor's certificate confirming the expected date of delivery.
- Holidays can be prefixed and/or suffixed to ML. Holidays, if any, intervening the period of leave shall be treated as ML.
- Employees who are covered under the ESIC should go through the procedure prescribed under the ESIC for maternity benefits.
- ML should not be clubbed with any other category of leaves.

### 6. **SPECIAL CATEGORY LEAVES (Leave with Pay/Leave without Pay)**

An employee can avail leave with the approval from the reporting managers in case of existing leave balance is exhausted and employee is in need of leave due to unforeseen circumstances or medical reasons.

- Employee shall submit the leave request to the reporting manager and it's the discretion of the Bu's to approve/disapprove.
- BU's heads will recommend for paid or no pay based on the circumstances of the employee approaching him/her. (The maximum recommendation for the paid leaves should not be exceeded 5)
- SCL can be availed by an employee by applying on Greyt HR for approval from immediate reporting manager and head of department.

### 7. **Permissions**

- All regular employees are eligible for availing two hours of permission in a month.
- Availing permissions should be pre-approved by the respective Reporting Manager.
- Permission time should not exceed two hours, if it exceeds two hours which will be considered as half a day leave and if that leave is not informed to the concerned Reporting Manager, it will fall under LOP.
- In case of emergencies, permissions should be informed to the concerned Reporting Person through e-mail / phone call.
- If permission exceeds two hours in a month, it will be considered **as LOP**.

**8. General:**

This policy outlines the spirit behind the company's approach in bringing absolute transparency in communications as regards its policies. Therefore, personnel covered

by this policy are expected to respect the rules and standard procedures governing this policy. Where circumstances are abnormal or situations not anticipated or defined in this policy arise, such matters should be referred to the HR Department for resolution in a matter that is consistent with the whole aim and spirit of this policy. Deviation to this policy in any form shall not be entertained and shall be viewed seriously.

This policy supersedes all other policies, procedures and practices prevalent on this subject till date. The company reserves the right to add to, alter to, amend or cancel this policy at its discretion.

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