

## **Policy on Leaves & Compensatory off**

### **Leave Policy**

During training, Employees are not eligible for any kind of paid leave. Employees are eligible to apply for an unpaid leave of absence during this period. The reporting authority will make a decision on the leave request. The request for leave will be reviewed based on the reason for the request, previous attendance record, previous leave requests and the impact the absence will have on the Company.

#### **▪ Sick Leave / Casual Leave: (SL)**

All confirmed employees as well as the employees under probation are eligible for a maximum of 10 days of Sick Leave for every calendar year and this has to be utilized during the same year. Here, Employees do not have the option of carrying forward the unutilized sick leaves to the coming years. The leave eligibility for the new joiner will be calculated on pro-rata basis.

#### **▪ Privilege Leave / Earned Leave: (PL)**

All confirmed employees are eligible for a maximum of 15 days of Privilege Leave for every Calendar year. The leave eligibility for the new joiner will be calculated on pro-rata basis. Also, the leaves accumulated by compensatory off will be added to the PL account.

Here Employees have the option to accumulate and carry forward a maximum of 10 days of leave per calendar year to the next year. However, the total leaves that can be accumulated from all the previous years shall not exceed 50 days. Any number of leaves in excess of 50 days will be encashed to the employee on the existing basic Salary.

Calendar Year is January to December. Leaves are considered only for the working days. In case of long leaves exceeding 10 working days and if an employee is already under Loss of Pay without any eligible leave balance, then leaves will be considered for all days inclusive of non-working days. If the leave balance becomes zero at the mid of this long leave, these 10 working days will be considered from the day the Loss of Pay starts.

When an employee goes on leave exceeding 30 days, it is considered as a

break. The entire break period will be considered as Loss of Pay and the leave eligibility for that calendar year will be adjusted on pro rata basis excluding the break period. However, break availed due to medical grounds will not be treated as Loss of Pay and will be adjusted towards available leave balance.

During onsite work, leaves taken will be considered as leave. It is required for all the people working onsite to provide the leaves information to the administration whenever leaves are taken while onsite.

- *Maternity leave*

Female employees will be entitled to maternity leave up to a maximum of 90 days. Maternity leave with salary is applicable only for 1st and 2nd child. Employees are requested to apply for maternity leave well in advance to HR department so that required arrangements shall be made to take care of assigned tasks.

If the employee fails to return to work after maternity leave or leaves the company within three months after return from maternity leave, the employee shall refund the salary paid during maternity leave.

- *Compensatory Off*

Any employee works on a Holiday or Sunday, he/she is entitled to a Compensatory Off. Each Compensatory off will increase the privilege leave (PL) balance to one additional day.

The employee shall be preauthorized to work on a Holiday and the work shall be for a full day to be considered as a compensatory off. Working on Saturdays is not considered for Compensatory off. However, when there are project deadlines that require working on a weekend, the Managers can approve the comp offs even on Saturdays. Compensatory Off will be applicable for on site employees also based on the approval from Manager concerned at DE.

## **Procedure of Availing Leaves**

### ■ ***Off Shore Employees:***

- Send a mail with details of leave requisition to the approving authority
- Whenever the concerned authority approves the leave, the approval mail should be marked a copy by the concerned authority to HR dept.
- Any PL above 2 days should be approved by concerned authority at least three weeks in advance.

### ■ ***On Site Employees:***

- Send a mail with details of leave requisition to the approving authority at your site
- Receive the leave approval mail from approving authority
- Forward the approval mail (received from approving authority) to the reporting <sup>[L]</sup><sub>[SEP]</sub> authority in Bangalore and Mark a copy to HR dept. <sup>[L]</sup><sub>[SEP]</sub>

## **Procedure of Availing Compensatory off** <sup>[L]</sup><sub>[SEP]</sub>

### ■ ***Off Shore Employees:***

- Send a mail to the reporting authority explaining the necessity of extra workday required (as Compensatory off) on the previous day itself.
- Whenever the concerned authority approves the extra work days, the approval mail should be marked a copy by the concerned authority to HR dept. <sup>[L]</sup><sub>[SEP]</sub>

### ■ ***On Site Employees:***

- Send a mail to approving authority at your site explaining the necessity of extra workday required (as Compensatory off) on the previous day itself.
- Receive the approval for the same from the approving authority
- Forward the approval mail (received from approving authority) to the reporting <sup>[L]</sup><sub>[SEP]</sub> authority in Bangalore and Mark a copy to HR dept.

### **Policy on Holidays**

The company will observe and allow time off with pay for eleven numbers of holidays per year. The detailed list of holidays will be intimated by the HR department every year at the end of the proceeding year. At times, business needs may require employees to work on a holiday.