

Leave Policy

REVISION HISTORY

Originator	Reason for Change and Revised Section	Revision	Approver Name	Approved Date	Published/Effective Date
Hemalatha V	Initial Version	1.0	Pradeep	23 rd Oct 2008	23 rd Oct 2008
Srinivas N	Changed CL/SL calculation	2.0	Naganand	1st Jan 2009	1st Jan 2009
Srinivas N	Updated Maternity Leave	3.0	Naganand	30 th July 2009	30 th July 2009
Umesh M V	Updated Paternity Leave	3.1	Naganand	1 st Sep. 2011	1 st Sep. 2011
Sargam Chauhan	Updated Paternity Leave, ELs, Comp off	3.2	Umesh M V Anil Rao	29 th January, 2016	1 st January, 2016
Bhanumathi S	Updated working hours and Leave regularization	3.3	Vinu Sekhar R J	June 19, 2018	June 19, 2018
Sargam Chauhan	Replaced SL, CL and EL with APL's. Revised clause no. 4.1, 7, 11, 12 & 13	3.4	Vinu Sekhar R J	August 23, 2019	August 23, 2019
Bhanumathi S	Updated the document with latest template	3.5	Vinu Sekhar R J	April 9, 2020	April 9, 2020
Bhanumathi S	Updated the policy with Paternity leave, Leave encashment and Leave cycle	3.6	Vinu Sekhar R J	Mar 10, 2021	Mar 10, 2021
Sargam Chauhan	Updated clause no. 13 for auto approval of leaves and clause no. 6 for paternity leaves.	3.7	Vinu Sekhar R J	January 5, 2022	January 6, 2022
Sumith.TS	Updated following: - Logo to tietoevry - Copyright to tietoevry - Footer	3.8	Vinu Sekhar R J	July 5, 2022	July 5, 2022
Sargam Chauhan	Added definition of APL in clause no. 4.1 & updated content of leave carryover in clause no. 4.2	3.9	Vinu Sekhar R J & Shyam Pattabiraman	July 4, 2023	July 4, 2023

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1. Purpose

The objective of the policy is to provide guidelines to avail leaves for absence from official duties.

2. Applicability

This policy is applicable to all the employees of EVRY (India) Pvt. Ltd. excluding contract employees and interns.

3. General Guidelines

1. **Leave Accounting Year:** The normal workweek consists of 5 days (Monday to Friday). Effective April 1, 2021 leave account is operated on a financial year basis i.e. from 1st April to 31st March. Please refer to FAQ for more details.
2. Following are the types of leaves provided to employees:
 - Annual Paid Leaves (APL)
 - Paternity Leave
 - Maternity Leave
 - Leave without Pay
 - National Holidays
3. **Leave Approving Authority:** Leave is at the discretion of the reporting manager. The management can refuse to grant leave, at any time, according to the exigencies of organizational work. Any planned leaves need to be discussed with Manager well in advance.

Employees at EVRY India, who are away from the workplace due to official duty within India or on business travel to onsite, need to update the status in the leave management application as 'On Duty'. While employees deputed to a customer location on work permit, HR will update their status as 'Onsite' in the leave management application.

4. Leave Management

The leaves will be maintained by the HR Department through Leave Management Tool.

- 4.1. **Annual Paid Leaves (APL):** Annual Paid Leaves (APL) are leaves accrued to employees on monthly basis and can be availed by employees for personal vacation, sickness and casual leaves.
 1. Leaves Eligibility
 - a) Bangalore - All the permanent employees shall be entitled to 25 days of paid vacation in a calendar year governed by the state law. 13 of which are earned leaves that, if unused, carry over to the subsequent year. The remaining 12 leaves, if not used during the year, will expire.
 - b) Chandigarh - All the permanent employees shall be entitled to 27 days of paid vacation in a calendar year governed by the state law. 13 of which are earned leaves that, if unused, carry over to the subsequent year. The remaining 14 leaves, if not used during the year, will expire.

2. Accrual of Leaves –
 - a) The leaves will be credited monthly at the beginning of each month i.e., on 1st of each month.
 - b) For the new joiners, leaves will be credited on a pro-rated basis for the number of days served in the joining month. The formula for the prorated calculation is as follows:
 - a. Bangalore: (number of working days in a month/30) *2.08
 - b. Chandigarh: (number of working days in a month/30) *2.25
3. The fraction of leaves will be round off at the time of encashment as follows-
 - a) Leaves with a decimal value less than 0.5 will be rounded to the previous round figure
 - b) Leaves with decimal value equal to 0.5 will be equal to .50
 - c) Leaves with decimal value greater than 0.5 to less than 0.99 will be rounded to the next round figure
4. The leave can be availed in the form of half-day or full day. The intervening holidays, Saturdays/ Sundays National holidays/ weekly offs will not be considered as leave.

4.2. Leave Carry Over & Encashment

1. Leaves accrued during any month will carry forward to the subsequent month if not availed.
2. In a year, maximum 13 leaves can carry forward to the next year. Remaining leaves accrued during the year will get lapsed if unused, as on 31st March. For the new joiners, carry forward leave will be prorated based on the duration served during the first year of joining e.g. $13/12 = 1.08$ is the eligibility for a month, for 4 months of duration served, carry forward leave entitlement would be $4*1.08=4.3$ leave, if unveiled.
3. The carryover leaves more than 30 will be encashed on basic salary as on 31st March and the per-day amount will be arrived by considering a 30-day month. Payment shall be made by 31st March each year since the company values work life balance and encourages employees to take time off to spend with family.

5. Maternity Leave

- a. All women employees who are not covered under the ESI Act, 1948 and have completed minimum 80 days of continuous service in the 12 months immediately preceding the date of her expected delivery are eligible for Maternity Leave.
- b. Women employee should inform about her pregnancy to the HR department & the reporting manager minimum 2 months in advance before proceeding on leave.
- c. Medical report and FORM B signed by a recognized doctor needs to be submitted to the HR before availing the leave.
- d. Please refer to the EVRY India Maternity Policy on intranet for more details. [HR - Maternity Leave Benefit Policy.pdf - All Documents \(sharepoint.com\)](#)

6. Paternity Leave

This leave applies to all the male employees who are biological fathers of a child or are the spouses/

partners of ones bearing a child or have legally adopted a child.

- a. Employees are allowed to take a total of 10 days leave. If an employee is unable to take all 10 leaves at once owing to a business requirement, he may take them in two intervals with the consent of his manager.
- b. These leaves will be applicable for one year from the date of child's birth. Employees cannot begin paternity leave until the actual day of childbirth.
- c. Employees are required to produce proof of adoption of child, in case of adoption.
- d. The employee must have completed their probation period with EVRY India to avail paternity leave.

7. Leave with Loss of Pay (LOP)

- a. Any excess leave taken beyond an employee's entitlement of leave will be considered as leave without pay.

Hence, the employee will not get any salary for this period.
- b. Leave without pay for more than 30 days can only be sanctioned by the manager in consultation with respective BU Head for emergencies, prolonged illness, or an important event.
- c. Claiming LOP is not a matter of right but solely at the discretion of the business unit heads who have the right to approve or disapprove.
- d. Weekly offs (Saturday and Sunday) and holidays falling in between LOP will be treated as LOP.
- e. LOP can be deducted for the present or following month during the salary process.
- f. In case, any employee is on LOP for more than 20 days in a month, he/she will not be eligible for APL's for that month.

8. Company Holidays

- a. The company will declare 10 holidays in a year, which include the national holidays and other location specific holidays.
- b. The list of holidays can be viewed on EVRY India, intranet portal.
- c. The company will declare a list of festival holidays before start of every year. The Head- HR and the Executive Staff will finalize the list depending on the local customs, practices and statutory requirements.

9. Working Hours

The work timings are at the sole discretion of the Management. It will be minimum 45 hours in a week i.e. Monday to Friday with 1-hour of tea / coffee & lunch break.

Working hours will be as follows:

Bangalore office	8.30 a.m. to 5.30 p.m.
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Chandigarh office	9.30 a.m. to 6.30 p.m.
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BU heads are authorized to change working hours of specific projects to meet customer requirements, if 9 hours daily and 45 hours weekly requirements are met. Employees may also be expected to work in shifts based on business requirements. These are subject to changes as per the business need.

10. Partial Working Hours

- a. Employees are expected to work 45 hours per week at a minimum. However, the following leave rules will apply for partial working hours.
 - a) If an employee works for less than 4 hours, then it is deemed as full day leave.
 - b) If an employee works for less than 6 hours and more than 4 hours in a day, it will be deemed as half day.

11. Employees on Notice Period

- a. Employees cannot avail any leave during the notice period except for any exceptional circumstances to be approved by Manager. In case of project dependency, Manager can extend the notice period proportional to the number of leaves availed.
- b. If the leaves are not approved & an employee goes on long leave during the notice period, the company reserves the right to terminate the employment without notice for breaching the employment agreement.
- c. In case an employee has encashable leave balance to his/her credit, it will not be adjusted against the notice period not served, however at the time of separation these leaves will be encashed.
- d. At the time of resignation, retrenchment, termination or dismissal, encashable leaves will be paid on basic salary, along with full and final settlement. Leave encashment is taxable under the Income Tax rules prevailing at that point of time.
- e. Encashable leaves will be calculated on a prorated basis till the month of relieving i.e. for one complete year 13 is the maximum encashable leaves. For instance, an employee exits on 28th June total encashable leaves will be 6.5.
- f. In case any employee is getting relieved before 20th of a month, he/she will not be entitled to the en-cashable leave for that month.

12. Employees on Long Term Overseas Assignment

- a. Employees on work permit at location Norway and Sweden, need to apply onsite leaves availed by then in the HCM. The leave request would be approved by the respective India manager.
- b. Employees at USA location can follow the existing process of applying leaves in the USA timesheet portal and inform location HR for availing the leaves.
- c. Employees on long term overseas assignment will be entitled to leaves as mentioned in the EVRY India Long Term Overseas Travel Policy. To view more details, please read the policy at [Sharepoint](#).

- d. APL accrual will be paused for the employees on long term overseas assignment for that duration.
- e. During the onsite tenure employees can only apply their onsite leaves, APL's cannot be availed for absence at onsite.
- f. Please note: For the month of travel, in case an employee travels after 15th of a month to onsite, APL will be accrued in that month at offshore and if the travel is on or before 15th of a month onsite leaves will be accrued in that month.

13. Leave Regularization

- a. Employees are expected to regularize their leaves /attendance on or before 25th of every month.
- b. If an employee does not regularize their attendance in a month on or before 25th of a month, it will be a loss of pay (LOP) in the system for the absent days. In the subsequent month, LOP reversal options will be enabled, where employees can apply leaves retrospective for a maximum of 60 days from the date of absence and if it is approved by the Manager amount will be adjusted in the subsequent payroll. Arrear's payout will be auto driven in the tool.
- c. If an employee has applied leaves in the tool and the manager has not acted within 7 calendar days, the leaves will be automatically approved. Only APL, work-from-home regularization, compensatory leaves, and on-duty requests will get auto approved. This is also applicable for attendance regularization request.
- d. If an employee is sick, has an emergency, or is unable to act in the tool due to technical reasons, the manager can mark leave(s) or regularize attendance on their behalf in the tool. This is done to ensure that the employee's payroll is not affected.

14. Unauthorized Absence

- a. In case the employee has been away from duty without due authorization, then, the person is to be marked absent. In case weekend offs or holidays fall during this period, these days will also be marked as absent.
- b. In case an employee is absent from duty without prior approval or does not keep the office informed about the inability to come to work for 3 consecutive working days, then it will be presumed that the employee has voluntarily abandoned his/her employment with the organization.

15. Compensatory-Off

Compensatory-off of one day can be availed in the following cases:

- a. An employee who has worked overtime for a full 8-hour period on a weekend or on a notified EVERY India holiday will get a compensatory off for one day.
- b. To avail a comp off, an employee needs to obtain permission from his/her reporting manager.
- c. Compensatory off must be availed within 6 months from the date of grant of compensatory leave; post that, it will get lapsed.
- d. Managers (JL8) and above are not eligible for comp-off.

- e. Working on national holiday: As per the labor departments of Punjab and Karnataka, if employees work on 5 designated national holidays, he/she needs to be paid double the wages.

- A) Independence Day
- B) Republic Day
- C) Labor Day
- D) Gandhi Jayanti
- E) Diwali
- F) Kannada Rajyotsava/ Gurunanak Jayanti

16. Responsibility

- a. It is an employee's responsibility to understand the guidelines related to leaves compiled for their respective office locations and seek clarity on unique attributes related to the line of business they are aligned to. Managers are responsible for approving the leave in the system on time.
- b. It is the responsibility of a manager to control and supervise the attendance of his/her team members in the attendance software.
- c. It is the responsibility of the HR department to ensure that the leave records of all the individuals are maintained accurately.
- d. It is the responsibility of the senior Management of EVRY India to provide the support and resources required by the HR department to maintain the leave records accurately and diligently.

17. Contract & Consultant

Contract employees, both directly hired and hired through a vendor as well as consultants are not eligible for Annual Paid Leaves. However, they are eligible for 1 leave per month, prorated to the date of joining and all weekly offs and holidays defined by EVRY India. Un-availed leaves will carry forward to next month and will get lapsed at the end of the financial year.

18. Change Control

The process shall be reviewed annually and shall undergo changes as appropriate.

19. Exception

Any exception to this policy must be approved by a member of the Executive Staff and HR Head.