



## **PEOPLE POLICY DOCUMENT**

### **NIGHT SHIFT ALLOWANCE**

**Version 1.1**

**April 01, 2024**

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## 1.0 Objective

The Night Shift Allowance Policy outlines the eligibility criteria, calculation method, and payment procedures for employees working night shifts. Its primary objective is to ensure fair compensation for employees working during non-standard hours while maintaining operational efficiency and compliance with labor regulations.

## 2.0 Scope

The policy applies to all Full Time Employees (confirmed or in probation) of GyanSys Infotech Pvt Ltd (INDIA).

## 3.0 Eligibility

All full-time employees (confirmed or on probation) working on a customer billable project, beyond 12:00AM (IST) midnight, either from GyanSys office/Onsite or remote will be eligible for the night shift allowance. Preapproval from the Account Manager is a must to avail shift allowance benefit.

## 4.0 Process

- A. Hours to Book in Polaris: All night shift hours should to be clocked under the Activity Code “Night/Weekend Shift”
- B. Approval: All night shift allowance request should be duly approved by the respective Account Manager
- C. Communication: All communication about the shift allowance claim (i.e. days of claim and approval of the same by Account Manager) to be sent to [payrollinfo.in@gyansys.com](mailto:payrollinfo.in@gyansys.com) quarterly, on or before 5th Day of the 1<sup>st</sup> month of next quarter.
- D. Allowance Rate: The allowance rate has been enhanced from previous INR 400/- to INR 750/- effective **1<sup>st</sup> January 2024**
- E. Payout Cycle:

Quarter	Payout Month
Q1 (Jan-Mar)	May
Q2 (Apr-Jun)	August
Q3 (Jul-Sep)	November
Q4 (Oct-Dec)	February

- F. Taxation: The payout is taxable as per prevailing Income Tax rules

G. Point Of Escalation: Vice President-Operations (India Delivery)

H. Exceptions: All exceptions are based on specific business need will require prior written approval from Account Manager & Vice President (India Operation)

**NOTE:** This policy overrides all previous night shift allowance policy and subject to change at the managements discretion without prior notice

## 4.0 Frequently Asked Questions (FAQ's)

Q. Who should approve the night shift allowance?

Ans - All night shift allowance claims should be pre-approved by the respective Account Manager.

Q. Who is eligible for the night shift allowance?

Ans - All full-time employees (confirmed or on probation) working on a customer billable project, beyond 12:00AM (IST) midnight, either from GyanSys office/Onsite or remote will be eligible for the night shift allowance.

Q. How to claim shift allowance?

Ans - A pre-approval from the Account Manager should be given to be eligible to claim the shift allowance. Fill in the allowance tracker with required details and submit it to the payroll team quarterly, on or before 5<sup>th</sup> day of the 1<sup>st</sup> month of the next quarter.

Q. When will the night shift allowance be paid?

Ans - Night shift allowance is paid quarterly. Please refer to policy 4.0 for the schedule.