

## **PEOPLE POLICY DOCUMENT**

### **LEAVE POLICY**

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## 1.0 Objective

The purpose of this document is to define GyanSys Infotech Pvt Ltd.'s (Company) policy towards providing leave for its employees. The company believes that taking time away from work is a good way to help promote the health, morale, and consequently, the efficiency of all employees. Accordingly, the company encourages all employees to take advantage of this vacation benefit. Leave under this policy may be used for travel; relaxation; personal, non-work-related concerns; care of a sick family member, etc. The Leave Policy sets out the various types of leaves that an employee is eligible for and outlines the procedures for taking leave.

## 2.0 Scope

The leave policy is applicable to all full-time employees of GyanSys across all locations in India. This policy is not applicable to part time employees and contractors engaged with the company.

## 3.0 Types of Leave

- Vacation Leave (VL)
- Sick Leave (SL)
- Maternity Leave (ML)
- Paternity Leave (PL)
- Leave Without Pay (LWP)

## 4.0 Leave Calendar/Period

Leave Calendar/Period is calendar year basis that begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup>.

## 5.0 Earned Vacation Leave

### 5.1 Entitlement

- Employees are entitled to 15 days of paid Vacation Leave per calendar year.
  - 1.25 days of Vacation Leaves will be accrued every month for all Full Time Employees
  - During exit, if the leave consumption is more than 1.25 days per month criteria, the excess leaves days will be deducted from the Full & Final Settlement
  - A full-time employee will earn Annual Vacation Leave on a prorated basis from date of joining GyanSys
  - New Joiners must communicate at the time of joining to HR for any pre-planned Vacation Leave for exceptional approval
  - Vacation Leave credit will be prorated for those leaving during the year. Vacation leave claimed more than the prorated leave balance will be considered as Leave Without Pay (LWP) and the same shall be adjusted in Final Settlement.
  - If assigned to a new client project an employee cannot avail paid Vacation Leave for the first 45 calendar days (6 weeks).
  - Vacation Leave must be earned before being taken and cannot be taken in advance or borrow from the company
  - During Vacation Leave period, holidays and/or weekend will not be counted as a part of number days of leave
  - When number of leave days exceed earned Vacation Leave balance, GyanSys will, subject to applicable Indian laws, consider excessive leave as Leave Without Pay (LWP)
  - Vacation Leave cannot be used during resignation notice period
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## 5.2 Vacation Approval

Depending on length of Leave, the following advance notice is required to be sent to your immediate Project Manager and Reporting Manager and copy HR team ([hr.in@gyansys.com](mailto:hr.in@gyansys.com)) and to be approved by GyanSys management before being taken:

- 1 day, one-week notice
- 2 days to 14 days, 30 calendar days' notice
- More than 2 weeks, 60 calendar days' notice

Management reserves the right not to approve a Vacation Leave request if it interferes with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for leave will be accommodated, but where scheduling conflicts arise, seniority will prevail.

## 5.3 Unplanned Leave

For any unforeseen reason, an employee cannot report to work at GyanSys office or client site on time, call and email your Project Manager, Reporting Manager and HR ([hr.in@gyansys.com](mailto:hr.in@gyansys.com)) as far in advance as possible.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including immediate discharge.

Leaves taken without prior approval (except sick leaves) is considered as Leave Without Pay (LWP).

One can avail up to 5 days of unplanned paid leave only in case of death of an immediate family member.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter, creating increased administrative burdens and emotional upset. The first instance of a no-call/no-show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Any no-call/no-show lasting three days is considered job abandonment and will result in immediate termination of employment.

## 6.0 Sick Leave

### 6.1 Entitlement:

- An employee is eligible for a maximum of 6 days Sick Leave in a calendar year.
- An employee accrues sick leave at the time of joining, maximum being 6 days.
- Annual Sick leave balance shall be credited at the beginning of the year.
- Sick Leave balance shall be prorated for anyone joining during the year and / or quitting during the year.
- An employee shall report to their Reporting Manager, Project Manager and HR immediately if cannot report to work due to illness.
- If an employee used all 6 days of Sick Leave in the calendar year, then any additional leave will count toward to Vacation Leave. If no Vacation Leave balance, then leave will be considered as Leave Without Pay (LWOP).
- Half Day Sick Leave can be taken as needed.
- If an employee takes leave on Friday & Monday, he must submit medical certificate on the first day of reporting back to work, intervening Saturday & Sunday also will be counted as LWOP.
- Sick Leave taken for three days or more will be granted based on a medical certificate from a

registered medical practitioner, otherwise it will be treated as a part of LWOP.

- j. There will not be any compensation for unused sick leave at the end of the year and / or at termination of employment whether voluntary or involuntary.

## **7.0 Maternity Leave**

Full-time female employees will be entitled to maternity leave of a maximum of 180 calendar days in accordance with the provisions of applicable Indian laws.

### **7.1 Entitlement**

- a. Employee must be in a continuous employment of 80 days in the last 12 months before the date of the expected delivery
- b. Medical certificate and reporting Manager's approval shall be submitted along with application for maternity leave to the HR
- c. During maternity leave, an employee will receive full pay, including Saturdays, Sundays, and other holidays, the pay schedule will be the same as any regular pay cycle
- d. An employee is entitled to 45 days leave for miscarriage; the 45 days leave start on the day of miscarriage
- e. Maternity leave cannot be used for any other propose of leave nor any pay or compensation if there is balance
- f. Any additional leave sought after maternity leave which cannot be adjusted with earned vacation leaves will be considered as leave without pay and can be taken subject to management approval only. Additional earned vacations are not earned during this period
- g. Maternity leave can be availed a maximum of two (2) occasions during an employee's tenure with the company

## **8.0 Paternity Leave**

- a. Paternity leave is granted to a male employee, starting from the actual date of the child's birth. It is available up to 5 days leave as part of Paternity Leave benefits.
- b. Supervisor, Project Manager and HR shall be previously informed before taking Paternity leave. Paternity leave can be used a maximum of two (2) occasions during an employee's tenure with the company. All intervening holiday and weekends during this period of paternity leave are not counted as leave.
- c. Paternity leave must be used within 90 days of the birth of a child, or it will lapse
- d. Paternity leave is not cashable in any manner under any circumstance. It cannot be accumulated or used in installments
- e. Employee must be in a continuous employment of 80 days in the last 12 months before the date of the expected delivery or adoption

## **9.0 Sabbatical Leave**

An eligible employee may be entitled for sabbatical leave from employment for medical leave or educational leave for a period not exceeding 104 weeks, the duration which to be agreed between employee & HR. GyanSys reserves right to decline sabbatical leave requests on a case-to-case basis.

The period of sabbatical leave is unpaid, and an employee cannot take/seek employment from other organization during this period. The employee's absence from work during sabbatical period will not be treated as any other leave to which an employee may be entitled for Sick, Annual, Maternity or Paternity leave.

## 9.1 Entitlement

- a. Employees must provide their Manager & HR with a minimum of 6 weeks' notice of their intention to commence sabbatical leave
- b. In exceptional or emergency circumstances the notice may be waived if the notice is reasonably practical
- c. Incase sabbatical is for medical reasons, or if the employee wants to pursue higher education, relevant documents should be produced for approval from Gyansys HR. Ex: Doctor's certificate incase of medical reasons and University invitation/admission receipt in case of higher education
- d. Leave request should be approved in Replicon at least 1 week in advance of the leave commencement
- e. An employee must notify Gyansys HR in writing, no less than 4 weeks before the date on which they are due to work, or their intention to return to work
- f. Employee should submit medical fitness certificate (incase of medical reasons) or No Objection Certificate (NOC) from the University after the completion of course at least 1 week in advance before resuming to work

## 10.0 Leave without Pay (LWP)

When a Full-time employee cannot perform work for any reason and wish to keep the employment, the employee may request Leave without Pay to his/her Reporting Manager and HR. Leave without Pay can be only granted if it is approved.

Unsatisfactory attendance, including reporting late or quitting early without his/her manager's approval is considered absence and will result to pay adjustment. Unsatisfactory attendance may be cause for disciplinary action and up to and including discharge.

During Leave without Pay period/Sabbatical Leave, employees are not entitled for any leave accrual. Leave without Pay period more than 30 days will be excluding from total service period and seniority accumulation.

Before taking Leave without Pay, the employee must return all company property held by them. This includes access card, magic jack, laptop or any equipment issued to them in connection with the performance of their duty. It is necessary to obtain a receipt or a "no due" certificate in this respect. At return to work, company property will be re-issued; a joining report needs to be submitted to the HR.

## 11.0 Compensatory-Off

Based on work exigencies employees may be expected to work on a holiday. Compensatory Time off will be provided to an employee who has worked extra hours not less than 8 hours upon consent and approval of Reporting Manager. Such Compensatory Off will not be replaced by Overtime pay.

### 11.1 Availing & extension of comp-Off

- a. A Comp-Off earned shall be availed within 90 days of its credit, else it shall lapse.
- b. Information & prior approval at least one week in advance of actual leave is to be given to the Account Manager/delivery manager & copy HR.
- c. If not utilized within stipulated time period or not approved for carry forward, then it will get lapsed.
- d. Comp-off can be extended for next 3 months provided this extension is approved by the AM/PM & copy HR.

## 12.0 Holidays

As a Full-time employee, company published national holidays are offered in respective countries. For example, if an employee is assigned to a US project, he/she must follow US holiday calendar of the customer. If time off is taken during the India Holidays, then it will be considered as Vacation Leave and need to be pre-approved by US Project Manager/Account Manager in advance. If time-off is taken without pre- approval, then it will be considered as Leave without Pay.

Please consult with Project Manager and HR for holiday calendar.

## 13.0 Guidelines

- a. It is the Employee's individual responsibility to ensure his/her Leave Status is duly updated in Weekly Timesheets.
- b. Employee must copy HR (hr.in@gyansys.com) for all leave request & WFH, approval mail must be shared to the HR within 24 hours of receiving the approval.
- c. Leave should be planned in such a way that it does not affect productivity or while on a project does not affect the project work/delivery deadlines. It should be a very rare instance that an employee is not allowed to avail his/her leave, due to exigencies of work.
- d. If leave is not sanctioned and an Employee remains absent on those days, the absence will be treated as unauthorized "Leave without Pay".
- e. The Employee should apply all leaves in Replicon. Employee should check the Type of Leave and Leave balance before applying for the same.
- f. During the leave period (except for the "Leave without Pay"), the Employee shall be entitled to the same salary as was admissible to him/her on the day immediately preceding the date of commencement of the leave.
- g. Except under extenuating circumstances, if you miss 3 consecutive days of work without notifying your manager or HR, the company will treat this as a voluntary resignation of your employment. No experience letter shall be issued to such Employee as part of the final settlement and will be in Absconding Status in the company records & blacklisted in NASCOM.
- h. Employees are not entitled to any leave while serving notice on resignation. However, in exceptional circumstances, if employees need to proceed on leave, the HR may approve the same against the available leave balance. The HR may also choose to extend the applicable notice period by the number of days of such leave availed, if the same be necessary.

## 14.0 Frequently Asked Questions (FAQ's):

1. How many earned leaves an employee is entitled in a year?  
Ans: Employee is entitled for 15 days earned leave per calendar year. 1.25 leave will be accrued every month those who join in between the year will have the leaves credited on prorated basis
  2. How many sick leaves an employee is entitled in a year?  
Ans: Employee is entitled for 6 days sick leave which will be added in the beginning of the year
  3. Do we have leave encashment benefit?  
Ans: Beginning of the year 2022, the policy allows leave encashment benefit. Refer point 5.2 & 5.2.1 to understand the terms and conditions of the leave encashment
  4. Is the leave benefit applicable for all the employees?  
Ans: The leave benefit is designed exclusively for the full-time employees of GyanSys.
  5. When will the leave without pay (LWP) is applicable?  
Ans: The LWP is applicable in two instances.
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- a. Leaves taken without prior approval (except sick leaves) is considered leave without pay
  - b. Leaves taken in excess to the available balance is considered leave without pay
6. How many days maternity leave can a female employee avail?

Ans: As per the maternity benefit (amendment act) 2017, the female employee can avail up to 180 days paid maternity leave. Please refer point 7.1 for more information

7. How many days Paternity leave can a male employee avail?

Ans: The male employee can avail up to 5 days paid Paternity leave. Please refer point 8.0 for more information

8. What is the time frame to utilize the comp off availed?

Ans: Comp off should be availed within in 90 days of leave accrued

Please write to [hr.in@gyansys.com](mailto:hr.in@gyansys.com) for more information.

**NOTE:** Policy is subject to change at the discretion of the management