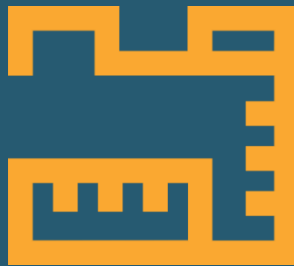




## COMPENSATORY OFF POLICY

Policy No: CUB/20 - 21/002

Version 1.1



[www.cubastion.com](http://www.cubastion.com)

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## 1. PURPOSE

The purpose of this document to provide complete information about provision of **compensatory off** available to all employees working in Cubastion and shall define the entitlement cover such rules & regulations so as build compliances to work schedules.

## 2. SCOPE

The policy shall be applicable to all full time employees of **Cubastion Consulting Private Limited** including its group company (ies) collectively called as "Company".

## 3. GENERAL TERMS

### 3.1 Applicability

Policy is applicable for all **full-time** employee who have successful completed the probation period and are **not serving notice period** and/or are not on **PIPs**.

### 3.2 Effective from

The policy is effective from **10<sup>th</sup> August 2022** till further notice.

## 4. ABOUT POLICY

If any employee has worked on a day which is a **weekly-off** (based on his working calendar policy)/ **Calendar Holiday** or any other day which is being declared as **holiday** by the local authorities (Like Election Day etc.), then the policy of compensatory off shall come into force.

1. In an unavoidable scenario if an employee has to render his/her service during non-working days, he/she can raise a request for compensatory off such rendered services to his Reporting Manager through system and get the same approval.
2. Such compensatory off can be applicable for **half-day** or **full-day** based on work hours being spend for the service rendered.
  - a) Minimum **four (04) hours** required for half day **compensatory off**.

- b) Minimum **nine (09) hours** required for full day **compensatory off**.

**Note:** For the projects where client has to approve the time, it is strongly recommended that project Manager/Reporting Manager to plan the roasters effectively to avoid or keep incidents of working on **non-working** days to minimum. However, in case occurrence are frequent it must be brought to notice of Account Manager.

## 4.1 Accruing compensatory off

1. **APPLYING:** Employee must apply for the compensatory off within **three (03)** day of rendering such service against the day he/she has worked.
2. **APPROVAL:** Reporting Manager must approve the applied compensatory off within **two (02)** days of submission. Failure to approve, the request will get lapsed automatically. In absence of project manager an employee shall approach his/her reporting manager/HR for approval.
3. **ACCRUAL:** An employee can accrue a maximum of **four (04) compensatory offs at any point of time**. If **additional compensatory offs** request **is raised** the system; a previously **accrued comp-off** will get automatically **lapsed** (based on first in last out logic)
4. An **accrued** compensatory off should be consumed within **twenty (20)** calendar days from the date of rendering the service. It will get lapsed automatically if not consumed.

## 4.2 Availing compensatory off

1. An employee can apply for leave against accrued **compensatory off**.
2. Leave can be applied against an approved Compensatory off only.
3. An employee on notice period will not be able to apply leave against a compensatory off.

**Note:** *System will automatically consume an accrued compensatory off first; while applying for a leave.*

**Suggestion:** to maintain continued services to our clients, it is strongly recommended not to combine **compensatory-off** along with long **weekends**.

### 4.3 Encashment & Carry forward

The accrued **compensatory off** balance will not be encashable; however it will be carry forwarded to next financial year.

### 4.4 On Separation

Accrued **compensatory off** cannot be adjusted against a notice period.

## 5. DISCLAIMER

### Company's Absolute Right to Alter or Abolish the Policy

Cubastion's Management reserves the right in its absolute discretion to abolish the policy or to alter the terms and conditions. Such discretion may be exercised at any time, before during or after the policy year is completed (without any notice).

## 6. DOCUMENT VERSION HISTORY

VERSION	DATE	AUTHOR	DESCRIPTION	APPROVAL
V1.0	20210604	Dhananjay Kumar	Initial Release	CPO
V1.1	20220809	Rohit Kumar	Changes	CPO

This brings us to the end of this document. For any further assistance or clarification, please contact **HR Department** or email us at [hr@cubastion.com](mailto:hr@cubastion.com).

# **F**requently **A**sked **Q**uestions

**Q1:**

I will be having 2 Compensatory offs reaming by the end of financial year, would that be encashable?

**A1:**

Compensatory offs are not encashable. However, they will be carry forwarded to next financial year.

**Q2:**

Can I adjust my accrued compensatory offs against my notice period?

**A2:**

No. Compensatory offs cannot be adjusted against the notice period.

**F**requently**A**sked**Q**uestions