

Leave Policy

Purpose

To communicate the leave rules and regulations application to all concerned employees.

Policy Statement & Objective

This Policy encourages its employees to take break from work as this provides for a healthy and efficient staff. The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave.

Leave Year & Applicability

The different types of leaves covered under this policy are:

- Earned Leave
- Causal Leave
- Maternity Leave
- Paternity Leave

The policy is applicable for all – Permanent employees.

Employees who are on Probation are not entitled for EL.

Earned Leave (15 Days)

Eligibility

- All permanent employees (Offshore) are eligible to avail earned leave
- All permanent employees (onshore) are eligible to avail earned leave if they are offshore for a min of 180 days in a year.
- For employees who are onsite for more than 180 days, EL in India is not applicable. A separate policy for them is available.
- Earned leave is calculated for a period of one calendar year (April- March)

Entitlement

15 days earned leave is allowed to each employee. Employees earn 1.25 days of earned leave per month service after completion of the probation period. Out of 15 days leave credited for the year, any un-availed paid leave in excess of 7 days at the end of the year will lapse automatically.

Norms

Holidays and weekends falling during the period of leave will not be counted as leave.

Encashment

Earned Leave can be en-cashed at the end of the calendar year. The overall limit on encashment is 7 days (Basic salary) only at the time of full and final settlement of employee.

Procedure

All the employees are required to submit a leave plan to their respective head of the department stating when he/she intends to take paid leave.

- Employees should submit application for leave in the prescribed format, 15 days in advance to his/her manager and departmental head for a leave up to 7 days.
- All leave will be sanctioned by the departmental head and sent to the HR department for records.
- Employees are encouraged to plan their taking their earned leave while they are not assigned to a project.
- Earned leave more than 1 week required approval at least 2 months in advance.
- Earned Leave cannot be taken in advance. Hence Earned Leave must be taken from what the employee has earned as of the start day of applied leave.

Causal Leave (12 Days)

Eligibility:

All the employees (only Offshore) are eligible to avail causal Leave.

Causal leave is calculated for a period of one calendar year (April- March)

Entitlement.

- All the employees (only Offshore) are eligible for 1-day leave per month. An employee is eligible for a maximum of 12 days causal leave in a calendar year.
- Causal Leave cannot be taken in advance. Hence Causal Leave must be taken from what the employee has earned as of the start day of applied leave.
- All leaves should be applied for in advance unless circumstances are such that it is not possible to do so. In such cases on the same day a telephone call or an email to the concerned reporting authority or his/her absence to the HR department, as intimation should serve the purpose.

Norms.

Causal Leave in excess of entitlement or eligibility will offset against the EL balance (with prior approval of the HOD)

Encashment.

Causal leave cannot be accumulated or en-cashed or carried forward to the next calendar year.

Procedure

- Employees should submit application for leave in the prescribed format at least one day beforehand, if possible.
- Casual Leave must be of emergency nature – such as medical or family emergency.
- Casual Leave taken for reasons other than emergency nature is discouraged especially when the employee is allocated to offshore project.
- Casual Leave cannot be taken in advance. Hence Casual Leave must be taken from what the employee is eligible for that day.

Maternity Leave

- All married women employees are entitled to maternity leave.
- The employee has to actually work for 180 days in company during 12 months immediately preceding the date of her expected delivery.
- Up to 12 weeks of maternity leave will be available to female employees.
- Employee would be eligible for basic salary & provident fund during leave.

Paternity Leave

Company also grants 5 days of paternity leave to the male employees commencing on date of delivery or a day prior to it subject to maximum of 2 children.

Week off proceeding holiday/leave

Any declared holiday/Week off's proceeding and / or following the earned leave will not be counted as part of the leave.

Eg: Employee (Having Saturday & Sunday as official off) taking earned leave from Friday to Monday will be counted as 2 days leave.

Any declared holiday/Week off's proceeding and / or following the casual leave (unplanned leave) will be counted as part of the leave.

Eg: Employee (Having Saturday & Sunday as official off) taking casual leave from Friday to Monday will be counted as 4 days leave.

Country Specific National Holidays.

Employees who are working onsite are eligible for national holidays of that country. If the employee is asked to work on that day then they can take compensatory off with respect to that national holiday on their return to India.

Compensatory Off:

It can be granted to employees working on billable project in lieu of extra work done on public holidays/weekend. This has to be approved by Line Manager.

Leave taken during onsite assignment.

During onsite assignment leave taken must be of medical nature. The client project manager, reporting project manager and HOD must be informed of the medical emergency. These leaves will be deducted from Earned Leave.

Offshore means anywhere in India

Onshore means anywhere outside India