



Leave, Holiday and Attendance Policy

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Objective

1. Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company.
2. To ensure Employees report to work regularly and supervisors are well informed of their team's absence from work.

Scope

All employees at Exzeo Software Pvt Ltd

Owner

Human Resources

1. Work Time & Week Offs

Exzeo Software Pvt. Ltd. Operates from 10:00 AM to 07:00 PM, 5 days a week with **Saturday** and **Sunday** being "Weekly Off".

2 Holidays

2.1 All employees will be entitled for 8 holidays in a year. At beginning of each year, company shall declare the list of 8 holidays to be observed during the year.

2.2 These 8 Holidays will be as follows:

a. National Holidays (3 days)

- i. 26 January of each year (Republic Day)
- ii. 15 August of each year (Independence Day)
- iii. 02 October of each year (Birthday Anniversary of Mahatma Gandhi)

b. Public Holidays (5 days)

Company shall declare any Five of the following as Public Holidays at the beginning of each year:

- i. Holi
- ii. Birthday of Dr Ambedkar
- iii. Diwali
- iv. Kartiki Poornima
- v. Idu'l Fitr
- vi. New Year
- vii. Raksha Bandhan
- viii. Dussehra
- ix. Christmas
- x. Good Friday
- xi. Mahavir Jayanthi
- xii. Krishna Janmastami
- xiii. Ganesh Chaturthi
- xiv. Bakri Id

Note: Company may declare all 5 as Fixed Public Holidays **OR** 4 as "Fixed Public Holidays" + 1 as "Restricted Public Holiday".

There will be more than one Public Holidays assigned under the Restricted Public Holiday and the employees can avail any one of those (as per their choice upon approval) as Restricted Public Holiday. To avail Restricted Holiday, it must be applied at least five working days before the due date.

3. Leaves

3.1 Leave Types

There are following leave types at Exzeo:

S. No.	Leave Type	Acronym of Leave Type	Annual Entitlement (Days)	Minimum Unit in an instance of Leave (Days)	Leave Type Group
1	Earned Leaves	EL	13	0.5	Planned Leaves
2	Carried Forward Leaves	CF	0	0.5	Planned Leaves
3	Casual Leaves	CL	6 *	0.5	<i>Emergency Leaves</i>
4	Sick Leaves	SL	6 *	0.5	<i>Emergency Leaves</i>
5	Compensation Offs	CO	0	0.5	<i>Emergency Leaves</i>
6	Late Arrival	LA	3	0.25	<i>Emergency Leaves</i>
7	Early Departure	ED	3	0.25	<i>Emergency Leaves</i>
8	Bereavement	BRV	2	1	<i>Emergency Leaves</i>
9	Paternity Leaves	PL	3	1	Parental Leaves
10	Maternity Leaves	ML	84	1x84 or 2x42	Parental Leaves
11	Leave Without Pay	LWP	0	0.5	Unpaid Leaves

* If company grants 5 days instead of 6 in any year, there will be corresponding increment in the number of Holidays (above the entitlement of 8 Holidays in a year).

3.2 Eligibility & Process

3.2.1 Earned Leaves

- All Employees are eligible for Earned Leaves.
- Earned Leaves will be granted at the beginning of each quarter on pro-rata basis.
- To avail Earned Leaves for 3 days or less, request should be submitted at least 24 hrs. before the start date of leave. To avail Earned Leaves for more than 3 days, request should be submitted at least 5 days before the start date of leave.
- If there is any leave balance remaining at the end of year, the same shall be carried forward to the next year.

3.2.2 Carried Forward Leaves

- If there is any Earned Leave Balance remaining at the end of year, the same shall be carried forward to the next year. This will be credited under the leave type "Carried Forward Leaves".
- To avail Carried Forward Leaves for 3 days or less, request should be submitted at least 24 hrs. before the start date of leave. To avail Carried Forward Leaves for more than 3 days, request should be submitted at least 5 days before the start date of leave.
- The Leave Balance accumulated under "Carried Forward Leaves" can never be more than 30. Leave exceeding this limit will expire automatically.

3.2.3 Casual Leaves

- All Employees are eligible for Casual Leaves.
- Casual Leaves will be granted at the beginning of each quarter on pro-rata basis.

- c. Maximum of 2 Casual Leaves can be availed at a time.
- d. To avail Casual Leaves, request should be submitted at least 24 hrs. before the start date of leave. If this is not possible, employees can apply these leaves by the end of the day when they return to work.
- e. If there is any leave balance remaining at the end of year, the same shall expire automatically.

3.2.4 Sick Leaves

- a. All Employees are eligible for Sick Leaves.
- b. Sick Leaves will be granted at the beginning of each quarter on pro-rata basis.
- c. To avail Sick Leaves, request should be submitted by the end of the day when they return to work.
- d. If more than 2 Sick Leaves have been availed at a time, doctor's certificate must be produced.
- e. If there is any leave balance remaining at the end of year, the same shall expire automatically.

3.2.5 Compensation Offs

- a. Compensation Offs will be granted to the employees who work (for business need) on Week Offs or Holidays with prior approval.
- b. To avail Compensation Offs, request should be submitted at least 24 hrs. before the start date of leave. If this is not possible, employees can apply these leaves by the end of the day when they return to work.
- c. If there is any leave balance remaining at the end of year, the same shall expire automatically.

3.2.6 Late Arrival / Early Departure

- a. All Employees are eligible for Late Arrival / Early Departure Leaves.
- b. Late Arrival / Early Departure Leaves will be granted at the beginning of each quarter on pro-rata basis.
- c. Maximum of 1 Late Arrival (0.25 day) and 1 Early Departure (0.25 day) Leaves can be availed in a month.
- d. Process for these leave has been explained in the section 4.2 & 4.3 of Attendance.
- e. If there is any leave balance remaining at the end of year, the same shall expire automatically.

3.2.7 Bereavement Leaves

The purpose of Bereavement Leave is to provide employees with time off work to be with their loved ones (Family Members); make arrangements for the funeral of a family member; to attend the funeral of a family member; and/or to grieve the loss of a family member whose funeral cannot be attended by the employee.

- a. Bereavement Leave will be granted to the employees at the beginning of each year.
- b. To avail Bereavement Leave, request should be submitted at least 24 hrs. before the start date of leave. If this is not possible, employees can apply these leaves by the end of the day when they return to work.
- c. If there is any leave balance remaining at the end of year, the same shall expire automatically.

3.2.8 Paternity Leaves

- a. All married male "Confirmed Employees" who have completed minimum 6 months of service with the company are eligible for Paternity Leaves.

- b. Paternity Leaves will be granted at the beginning of each year.
- c. To avail Paternity Leaves, request should be submitted at least 24 hrs. before the start date of leave along with the supporting documents.
- d. If there is any leave balance remaining at the end of year, the same shall expire automatically.

3.2.9 Maternity Leaves

- a. All married female employees who have been in continuous employment for a period of not less than "Seven months and Two weeks" preceding the date of her delivery (i.e. Six months before the start date of Maternity Leave), shall be entitled to receive Maternity Leaves for the period of "Six Weeks (42 Days)" immediately preceding the day of delivery; and "Six Weeks (42 Days)" following the day of delivery.
- b. To avail Maternity Leaves, request should be submitted at least 30 days before the start date of leave along with the supporting documents.

3.2.10 Leave without Pay

3.2.10.1 Leave taken which fall under the following category (but not limited to these) will be considered Leave without Pay:

- a. Unauthorized/Unapproved Leave.
- b. Approved/Authorized Leaves above the (pro-rated) entitlement (of that leave type).
- c. Uninformed Leaves / Absent
- d. Timesheet not filled (if there is no balance remaining in other leave types for deduction against unfilled timesheet).
- e. Holidays / Week Offs falling between two LWP.
- f. Leave taken during Notice Period.
- g. Leaves not applied after availing those.
- h. Any other absence from work which HR finds to be deemed as LWP.

3.2.10.2 If any employee avails "Leave without Pay", equivalent Gross Salary will be deducted from the Salary for the month.

3.3 Leave Cancellation

Cancellation of un-availed applied leave must happen on or before the end of Applied Leave.

3.4 Encashment of Leaves

3.4.1 No Leaves shall be en-cashed at the end of year or during the year. If there is any Earned Leave Balance remaining at the end of year, the same shall be carried forward to the next year - this will be credited under the leave type "Carried Forward Leaves".

3.4.2 If employee exits, only the remaining leaves falling under the Leave Type Group "Planned Leaves" shall be en-cashed (as part of Full & Final Settlement) with the equivalent Basic Salary.

4. Attendance

4.1 Marking of Attendance

4.1.1 Attendance shall be recorded in the attendance tracker by punching the Finger Impression in the Biometric device installed near the main entrance of the office. For marking in-time (morning), punching should be done from outside the door and for out-time (evening), punching should be done in the device from inside the office.

4.1.2 If an employee forgets to mark his/her attendance for a day, the particular working day of the employee will be considered as absent and will be marked as LWP.

4.2 Late Arrival:

4.2.1 Employees are expected to report to the office by 10:00 AM. If they anticipate that they would be delayed to work for any reason they must notify this to Reporting Manager. This notification should include the reasons for the delay and probable time of reach the office.

4.2.2 There is a provision for an hour as a Flexi Period for all the employees; i.e., to get full day attendance, you will have to reach office maximum by 11:00 AM, after which you will be marked "LATE" in the attendance register.

Note: All employees are expected to report to office by 10:00 AM. Provision of Flexi Period does not provide any entitlement to report to office at 11:00 AM – the purpose of this is to provide the employees relaxation from being marked "Late" after 10:00 AM where the delay was due to occasional circumstances like Traffic, Rain etc.

4.2.3 If any employee reports to office after 11:00 AM but before 12:15 PM, (s)he must apply the leave "Late Arrival" for the same. If there is no balance remaining, employee must apply Leave for half day (Casual Leave/Sick Leave/Compensation Off/LWP as the case may be).

4.2.4 If any employee Reports to office after 12:15 PM but before 02:30 PM, (s)he must apply Leave for half day (Casual Leave/Sick Leave/Compensation Off/LWP as the case may be).

4.2.5 If any employee Reports to office after 02:30 PM, (s)he will not be considered for the attendance for that day.

4.3 Early Departure:

4.3.1 Employees are expected to be in office until 07:00 PM. If they anticipate that they would have to leave early for any reason they must notify this to Reporting Manager. This notification should include the reasons for the delay and probable time of leaving the office for the day.

4.3.3 If any employee leaves the office for the day before 7:00 PM but after 04:45 PM, (s)he must apply the leave "Early Departure" for the same. If there is no balance remaining, employee must apply Leave for half day (Casual Leave/Sick Leave/Compensation Off/LWP as the case may be).

4.3.4 If any employee leaves the office for the day after 02:30 PM but before 04:45 PM, (s)he must apply a Half Day Leave (Casual Leave/Sick Leave/Compensation Off/LWP as the case may be).

4.3.5 If any employee leaves the office for the day before 02:30 PM, (s)he will not be considered for the attendance for that day.

Document Change History

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