

# SOPRA STERIA INDIA

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## Leave and Holiday Policy - India Frequently Asked Questions

## LEAVE AND HOLIDAY POLICY - FAQ

### 1. GENERAL

#### Q1. What are the Leave types that are available in the revised policy?

The following leave types are available in the revised policy:

- a. Earned Leave (EL)
- b. Casual Leave (CL)
- c. Paternity Leave (PatL)
- d. Marriage Leave (MaL)
- e. Long Service Milestone Leave
- f. Long Service Special Leave
- g. Maternity Leave (ML)
- h. Adoption Leave - Maternity & Paternity (AL)
- i. Leave Without Pay (LWP)

#### Q2. What is the entitlement of the leaves?

Leave Type	Number	Salient Features
Earned Leave	18 days	1.5 Accrued every month
Casual Leave	07 days	Credited at the beginning of the year
Paternity Leave	10 days	Incident based
Marriage Leave	05 days	Incident based
Long Service Milestone Leave	05 days	5 days of paid long service milestone leave which are extended to employees on every 5th year of service anniversary, who have completed five/ten/fifteen/twenty/twenty-five/thirty years.
Long Service Special Leave	01-04 days	Paid long service leave(s) which are extended to employees, every year on their service anniversary. No. of days as per the years completed
Maternity Leave	182 days	As per new amendments in the Act
Adoption Leave		Maternity – Number of days as per age of the adopted child, Incident based for males & females. Paternity – 10 days

## 2. CASUAL LEAVE

### **Q1. Are CLs given on a pro-rata basis?**

All CLs will be credited on 1st January of every year. CLs will be credited on a pro-rated basis upon joining or at the time of leaving the organization during the year.

### **Q2. Can I encash my CLs?**

CLs cannot be encashed. Any unused CLs remaining at the end of the year will get lapsed.

### **Q3. Can I consume all my CLs in one go?**

No, CLs can be taken for a minimum period of half day to a maximum of 2 days in a calendar month. However, intervening holidays and weekends can be prefixed/suffixed with CLs.

### **Q4. If I join the Organization in the mid of the year will I still be eligible for 7 CLs?**

No, CLs will get credited in your account on a pro-rated basis.

## 3. EARNED LEAVES

### **Q1. Will all 18 ELs be credited to my leave account at the beginning of the year?**

ELs will be credited to team member's account at a rate of 1.5 ELs for each completed month of service. EL will get credited to your account at the end of each month. This will be visible on 1<sup>st</sup> of next month.

### **Q2. If I joined in between a month, will I be entitled for 1.5 EL for this month?**

No, you will be eligible for prorated EL for the period between your date of joining and end of the month. Subsequently 1.5 ELs for every completed month of service will get credited to your account.

### **Q3. Can I avail EL during probation period?**

Yes, ELs can be availed during probation period, subject to availability of leave balance and approval of Manager.

### **Q4. Can I avail all my unutilized ELs during my notice period?**

In normal circumstances, employee is expected to serve the complete notice period without any leaves during the notice period. In unavoidable circumstances, employee can avail a maximum of 3 days Casual and / or Earned Leave in a calendar month.

**Q5. I am employed as a contractor, so how many ELs will be credited to my leave balance?**

ELs will be credited to your leave account at the rate of 1.5 EL per completed month.

**Q6. I am employed as a contractor, so can I get my unutilized ELs encashed at year end?**

No, unutilized EL cannot be encashed at year end but is carried forward to the next year. This is effective 1<sup>st</sup> January 2020.

**Q7. I am employed as an intern, so how many ELs will be credited to my leave balance?**

ELs will be credited to your leave account at the rate of 1 EL per completed month.

**Q8. I am employed as an intern, so can I get my unutilized ELs encashed at end of internship?**

No, the unutilized ELs will get lapsed at the end of the internship.

**Q9. Can I combine my ELs and CLs?**

Yes, ELs and CLs can be availed in combination.

**Q10. Can I apply EL in half days?**

Yes, Earned Leave can be applied in half days on Ascent (ESS) and will be subject to manager approval as per process.

**Q 11. Do I need to avail minimum no. of ELs in a calendar year?**

Yes. An employee need to avail minimum no. of 5 ELs in a calendar year. For mid-year joiners / leavers, the mandatory avail of 5 ELs will be pro-rated.

**Q12. What will happen if I fail to avail mandatory ELs?**

In case an employee fails to avail the mandatory ELs, the same will be “lapsed” during the transfer of EL balance to next year. e.g.

EL balance as on 31-12-2024 : 57 days

EL availed during the year 2024 : 3 days

Auto encashment of ELs :  $57 - 45 - 5 + 3 = 10$  days

Mandatory EL

Availed EL

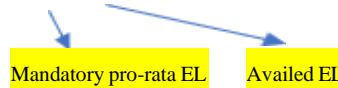
EL transfer to year 2025 (01-01-2025): 45 days

In case an employee leaves the company during the year pro-rata deduction EL will happen. e.g.

EL balance as on 30-06-2024 : 54 days

EL availed till 30-06-2024 : NIL

EL encashment in F&F :  $54 - 2.5 + 0 = 51.5$



## 4. EARNED LEAVE ENCASHMENT

### Q1. What will be my tax liability on encashment as per revised policy?

Any tax liability arising out of encashment will have to be borne by the employee.

### Q2. What will be the formula to calculate my leave encashment as per the revised policy?

$(\text{Current Basic Salary}/22) \times \text{Number of days of EL beyond accumulation.}$

## 5. MATERNITY & PATERNITY LEAVES

### Q1. Can maternity leave be availed in the cases of adoption?

As per the revision in the Maternity Benefit Bill, effective 1<sup>st</sup> Apr 2017; a female employee who legally adopts a child is entitled to maternity leave from the date this child is handed over to the adopting mother. On Ascent (ESS) this can be availed under a separate leave category called Adoption Leave.

### Q2. In case of birth of multiple children at once (more than 1), does the leave benefit get multiplied by as many children?

In the cases of multiple children birth at one occasion, parent (mother/father as eligible) will eligible to claim benefit as she/he would have received in case of birth of single child.

### Q3. Can I take Maternity leaves more than twice?

Yes, however the duration of leaves for which the employee is eligible beyond the first 2 pregnancies is 12 weeks.

### Q4. In case of illness arising out of pregnancy, delivery (i.e. before/after ML), premature birth of child; what kind of support can I get from the organization?

In addition to the ML, the female team member can be granted additional 1 month of leave; subject to the condition that a doctor's certificate is provided as prescribed in Form B (in the Annexure).

**Q5. What are the scenarios in which I can apply for leaves under miscarriage?**

Employee can avail miscarriage leaves under termination of pregnancy due to medical reason. This does not include any miscarriage owing to MTP, which is punishable under the Indian Penal Code.

**Q6. Where can I find the clause on miscarriage in the Leave and Holiday policy?**

The detail on miscarriage is available within the clause 4.3. Maternity leaves.

**Q7. I am unable to view the Paternity Leave option in Ascent (ESS)?**

Paternity Leave can be applied by married employees. Hence, you need to check your marital status on CoreConnect system and in case it is not updated, change the same as married. You will be required to submit a proof of your date of marriage to Employee services. Henceforth you will be able to view Paternity Leave option in Ascent(ESS). As the Paternity leave is not accrued, whenever you avail this leave option the balance will show as negative. However there will be no salary deduction for this.

**6. ADOPTION LEAVES****Q1. I would like to avail Adoption Leave; so am I required to submit any documents?**

Yes, team member has to submit sufficient supporting / applicable legal documents to the satisfaction of the company in order to avail adoption leaves.

**Q3. I joined the organization a month back and I need to avail adoption maternity leaves. Whom should I approach?**

You are required to approach your Talent Partner for the given situation. However, basis Maternity Benefits Act, the female team member is required to be engaged with the organization for a minimum period of 80 days in the preceding 12 months period.

**Q4. I joined the organization a month back and I need to avail adoption paternity leaves. Whom should I approach?**

You are required to approach your Talent Partner for the given situation. A male team member can avail the benefit any time during his employment with the organization; however, limited to two children only.

**Q5. I am serving notice period? Can I avail paternity leaves?**

Yes, paternity leaves can be availed during notice period.

**Q6. I am serving notice period? Can I avail adoption paternity leaves?**

No, adoption paternity leaves cannot be availed during notice period

**Q7. I have joined a month back and am currently in the probation period?  
Can I avail paternity leaves?**

Yes, paternity leaves can be availed during probation period.

**Q8. I have applied for Adoption leave in Ascent(ESS) and the same has been approved by my Manager as well. However, it is still showing as “in approval process”. Do I need to do anything?**

AL can be availed basis submission of applicable legal documents. Hence you need to submit your documents to Employee Services team who will approve your AL in Ascent(ESS).

## **7. MARRIAGE LEAVES**

**Q1. Can I avail marriage leaves in breaks?**

No, Marriage leaves needs to be availed in continuation and not in breaks.

**Q2. Can I avail marriage leaves during probation period?**

Yes, marriage leaves can be availed during probation period.

**Q3. Can I avail marriage leaves during notice period?**

Yes, marriage leaves can be availed during notice period with an option of extending the notice period if required and approved by the Manager.

**Q4. If I am going on Marriage leaves from 02 Feb till 18 Feb. How will I apply leave on Ascent(ESS)? (Marriage date is 06 February). (Balance: AL 8 & CL - 4)**

Employee can avail marriage leaves preceding or succeeding the Marriage Date and the Marriage Date should fall within the marriage leaves. Rest of the leaves can be taken as EL or CL basis manager's approval. Hence in the given example, employee can avail 02<sup>nd</sup> Feb till 09<sup>th</sup> Feb as Marriage leave and rest as EL/CL.

## **8. LONG SERVICE MILESTONE LEAVE**

**Q1. What are Long service milestone leave entitlement?**

Employee can now avail 5 Long service milestone leaves, on achieving the service milestone for:

- a. 05<sup>th</sup> anniversary
- b. 10<sup>th</sup> anniversary
- c. 15<sup>th</sup> anniversary,
- d. 20<sup>th</sup> anniversary, and
- e. 25<sup>th</sup> anniversary
- f. 30<sup>th</sup> anniversary

**Q2. When can long service milestone leaves be taken upon achieving Long Service Leave milestones?**

You can avail 5 long service milestone leaves post completion of a service milestone within following year of service. These 5 long service milestone leaves can be availed by employees who have completed their service milestone on or after 01<sup>st</sup> January 2016.

For example:

- a. An employee who has completed his service milestone on 1<sup>st</sup> May 2020 can avail these 5 long service milestone leaves between 1st May 2020 till 30th April 2025 till they complete their next milestone.

**Q3. Can I take 5 long service milestone leaves every year till I am employed with the organization?**

No, 5 long service milestone leaves can be availed in two instances, post completion of a service milestone within the following year of service.

**Q4. Apart from the 5 long service milestone leaves what is the other benefits that I would receive as part of long service anniversary benefits.**

You would receive the Long Service award as per the applicable policy. Also you can avail LSA Special leave(s) for every work anniversary year post completion of 5th year of service anniversary.

**Q5. Can I encash/accumulate my long service milestone Leave?**

No, Long Service Long service milestone Leave cannot be encashed. It has to be utilized before next 5 year milestone, from the date of completion of service milestone.

**Q6. Can I carry forward my long service milestone leaves?**

Yes, however this need to be availed before the next service milestone. If not availed, the balance leaves will get lapsed.



## 9. Official Duty

### **Q1. If I am working from outside office premises then under which category am I required entering the details?**

If you are working outside office premises, you are required to update the details thru Ascent ESS → Attendance → OD application.

### **Q2. Which are the scenarios covered under Official Duty?**

Any scenario wherein the employee is working remotely is covered under this including.

- a. Attending external trainings/seminars/meetings/offsites.
- b. Working at Client site.
- c. Working from external premise (wherever applicable & approved by Manager).

## 10. LEAVE WITHOUT PAY

### **Q1. When should I apply Leave without pay?**

LWP can be availed when the employee does not have sufficient leave balance, however, requires availing apply leave. Leave Without Pay leave will require prior approval from manager.

### **Q2. Do we consider intervening holidays and weekends for the purpose of calculation of LWP?**

Yes, all intervening holidays and weekly offs will be treated as LWP.

### **Q3. What will happen to my leaves if I proceed on LWP for more than 1 month?**

In case you proceed for a LWP equal or greater than 1 month, accrual of EL in your leave account will cease.

### **Q4. Will the ELs on account of LWP of more than a month leave be credited once I return?**

No, ELs have to be earned to be credited to the account. In case the accrual has stopped for a particular month(s) due to being on LWP, it will not be credited.

**Q5. In case of my absence due to medical reasons, am I required to submit any document?**

It is mandatory to submit relevant supporting documents for absence from work due to medical reasons, of equal or greater than a week (defined as 5 working days). The manager reserves the right to ask for a medical certificate from the employee in case the need (e.g. – frequent leave due to sickness, though in breaks)

**11. COMPENSATORY-OFF****Q1. Are compensatory-offs applicable to me in lieu of working over the India national/public holidays?**

Yes, in case you are following a non-India holiday calendar, difference of holidays between India and that calendar can be availed as compensatory offs. Any Indian public holiday or normal working day can be applied as Compensatory Off, basis approval from Manager.

**Q2. When can I be eligible to take the Compensatory Leave (Comp Off) as mentioned in the policy?**

This is applicable for projects where employees are operating from India; however, have been required by the client to follow their non-India holiday calendar.

**Q3. I follow non-India holiday calendar; however I am unable to apply leave on Ascent(ESS) for 26<sup>th</sup> January which is an Indian Holiday?**

You need to contact Employee services team for changing your Holiday Calendar along with the Manager's approval.

**12. LEAVE MANAGEMENT MODULE****Q1. How do I login to the new leave module?**

You can access the leave module by logging in to Ascent via Face2Face. If you are outside the office network, Ascent can be accessed by using <https://koel.soprasteria.com> and <https://parici.soprasteria.com>.

**Q2. How do I apply a new leave?**

After logging in to Ascent, please select **Leave Management->My Leave applications->Apply for new Leave**

**Q3. How do I view the public holidays applicable to me?**

Please use Leave Management->My leave calendar.

All public holidays applicable to you are encircled in Blue.

**Q4. How can I get a leave pushed back?**

On “My leave applications” page, please use the “Cancel” option to pushback a leave. Submitted leaves that are not approved will be cancelled immediately.

**Q5. What happens when I “Cancel” an Approved leave?**

The request for pushback will be sent to your manager. Post manager’s approval of pushback request, the leave will be cancelled.

**Q6. How do I view my leave balance?**

Leave balance for all leaves applicable to you will be visible at the bottom when you click on “Apply for new leave”

**Q7. What is the “Leave details” option available on My leave calendar?**

A. Leave details option will allow you to view the complete details of your leaves, including Opening balance, accrued leaves, availed leaves and Closing balance. You can even Export these details as PDF.

**Q8. Where is the “Work from home” option?**

The Work from Home option can be availed thru Ascent ESS → Attendance → Work from home application.

If you are working from home, then it is mandatory to fill this option.

**Q9. I am applying an EL for 9th June, but my “Resume on” date is auto populating as 11th June instead of 10th June?**

Resume On date is auto populated based on the leaves applied. Please check if you have applied any Leave between 9th and 11th June.