



LEAVE POLICY

Human Resources Confidential

Concentrix Catalyst Technologies Private Ltd.,

Release January 2021

Version – 4.3

S.N o	Version		Changes made	Date
	From	To		
1	3.0	4.0	Change in Number of Leaves, Credits and Entitlement – Section 4	Dec 2016
2			Added Casual Leave Type – Section 4	
3			Added Long Leave – Section 9	
4	4.0	4.1	Updated Eligibility – Section 2 Updated Maternity leave – Section 4 & Section 5	April 2017
5	4.1	4.2	Holidays during Leave - Clause 9 has been deleted Maximum Leave Encashment increased from 30 to 40	May 2020
6	4.2	4.3	Maximum Privilege Leave accumulation and encashment clause is changed from 40 to 20	Jan 2021

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1. Objective

To provide an opportunity for employees to fulfill their social obligations, to take time off from work, recharge themselves and take care of exigencies like sickness etc.

2. Eligibility

- 2.1 All confirmed full-time employees are eligible for Privilege and Casual leaves as per the below table. Those joining on or before the 15th of a given month would be credited full day leave for the month of joining. Those joining on 16th or thereafter would not be eligible for the leave for the month of joining.

Group	PL's	CL's	Work Hours per week	Credits
BPO Services (BPO, BPO IT, Platform Services, Procurement, VMG, IRG, others)	15	2	Hours a week	Half-yearly– 7.5 PL's + 1 CL in advance
IT Services & Others	15	7	Hours a week	Half-yearly– 7.5 PL's + 3.5 CL in advance

- 2.2 Employees under probation (90 days from the days of joining or maybe extended) can avail 1 privilege leave per month. The balance will be added to the leave basket. Excess leaves will be treated as Leave Without Pay. Post confirmation employees will be eligible to avail complete leaves as per accumulation.
- 2.3 Leaves will get credited every 6 months in advance to the leave basket at the intervals of 6 months every April and October or based on the date of joining on a prorated basis.
- 2.4 Accumulated Leaves can be availed for a minimum period of one day and a maximum period of thirty days at a stretch as per availability and approvals from the reporting manager and HR.
- 2.5 Leave will be accounted for on the basis of the financial year (1st Apr to 31st Mar).
- 2.6 The maximum limit for the accumulation of Privilege Leaves will be 20 days. Casual leaves cannot be accumulated. All unused CLs will get lapsed at the end of the financial year.

3. Leave without Pay

- 3.1 At the time of separation, if any leaves utilized over and above eligibility, it will be

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treated as leave without pay & gross salary will be recovered towards the excess leave availed.

3.2 Any leave which does not fall under any of the leave categories will be considered as Leave without Pay.

3.3 Leave taken over and above the leave sanctioned will be considered as absence without pay.

3.4 In the case of overstay of any leave, and reasons for overstay not being sufficient, the period of overstay will be continued to be treated as ABSENCE and can call for disciplinary action. If leave is taken, it can be extended only after approval by the concerned supervisor.

3.5 In the case of LWP and ABSENCE, proportionate reductions will take place in the following:

- Monthly salary, savings, and other benefits.
- Annual reimbursements, bonus, and other entitlements.

4. Maternity Leave

4.1 Effective 1st April 2017, as per the maternity benefit (amendment) act 2016 women employees are eligible to avail paid maternity leave of 26 weeks instead of 12 weeks.

4.2 All women colleagues currently on maternity leave will also be covered under this revised policy.

4.3 Maternity benefits of 12 weeks shall be provided to a 'Commissioning Mother' / 'Adopting Mother's in case of legal adoption of a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.

4.4 A woman colleague can proceed on leave 8 weeks prior to the expected date of delivery.

4.5 The change does not apply to return mothers who have resumed work recently or are on extended leave post expiry of their maternity / extended maternity leave.

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- 4.6 Beyond the expiry of the 26 weeks of maternity leave, women colleagues can also combine their accrued leave with the maternity leave extension benefit.
- 4.7 In case of miscarriage / medical termination of pregnancy, this leave would be limited to six weeks. The leave should be availed continuously without any break.
- 4.8 The policy has no implication on medical or other related people's benefits.
- 4.9 On completion of the Maternity Leave employee shall resume working.
- 4.10 Women who have two or more living children are eligible to 12 weeks' maternity leave and they can proceed on leave 06 weeks prior to their expected date of delivery.

5. How to apply for Maternity Leave

- 5.1 Maternity leave requests shall be made well in advance. The employee should provide her manager with a written communication from the certified gynecologist recommending leave on maternity grounds and the date from which the leave would be required.
- 5.2 The employee must give a minimum of 02 weeks' intimation before joining after availing of maternity leave.

6. Paternity Leave

- 6.1 The purpose of paid paternity leave is to enable a male employee to be present at the birth of the child and/or to meet his family responsibilities after the birth of a child for which they are responsible.
- 6.2 Male employees, on completion of 1 year of service, will be eligible for paid paternity leave to a maximum of 7 days. These 7 days shall be inclusive of all weekly off/holidays and should be availed continuously. Only one week of leave is available to an employee irrespective of whether more than one child is born as a result of the same pregnancy.
- 6.3 Paid paternity leave must be taken within 56 days of the birth of the child.
- 6.4 Where a child is born prematurely, paternity leave can be taken within the period from the actual date of birth up to 56 days after the expected date of birth. Employees are

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required to inform their supervisor of their intention to take paid paternity leave at the 15th week before the baby is expected unless this is not practicable.

7. Leave Encashment

- 7.1 Referring to our current leave policy, leave is essential to enable the employee to take time off for vacation, personal / family sick etc. In order to facilitate additional financial needs during that period and help the employee get some relief from the financial stress, we are pleased to introduce the following “Leave Encashment rules” applicable only for Privilege Leaves.
- 7.2 Privilege Leaves can be accumulated up to a maximum of 20 days during employment. Employee shall accumulate a minimum of 07 days privilege leave balances before encashing. Encashment is done twice in a year in April and October.
- 7.3 Excess privilege leaves over 15 days will automatically be encashed in April and October. Management may consider for encashment with zero balance in exceptional cases of school fee for children education, medical needs, travel on vacation etc.,
- 7.4 For all exits, encashment will be processed during full and final settlement considering the leave balances as on the last working day.
- 7.5 Encashment will be applicable only for monthly accrued PL's (on prorate). No advance accruals will be encashed.
- 7.6 This policy is applicable only for confirmed employees who are on the rolls of the company. Interns, trainees, contract employees are not eligible. Income tax is as applicable.
- 7.7 The above rules may be notified, revised, discontinued at any time in whole or in part without prior notice at the sole discretion of management. The facility of encashment of leave does not constitute an obligation on the part of the company.

8. Company Annual Holidays

HR will circulate a list of all company's annual holidays at the beginning of each calendar year.

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9. Procedure for attendance recording & Leave application approval

9.1 The employee is required to sign the physical attendance register (where ever applicable) kept at the floor entrance on a daily basis and any absence from work will be marked by the reporting manager/HR department. This record is the basis for tracking the leaves availed, maintaining the leave accounts and also for the purpose of payroll information.

9.2 Every employee also to intimate Time off Request by sending an email to their Reporting Manager and a copy to HR Manager, in turn, the reporting manager will approve/reject the request to the employee and HR manager.

9.3 Employees also to fill in their Plan Time Off request online by logging into <https://www.intacct.com/ia/acct/login.phtml> and need to submit the time off request to their reporting manager for the necessary approval. The reporting manager approves/rejects the request which can be viewed by the employee by logging into their web timesheets.

10. Approval

10.1 Application for leave should be made at least one day in advance. However, in exceptional circumstances, if the employee is unable to seek prior approval, he/she may inform the immediate superior and apply for the same immediately on returning to duty. If the employee is going on a long leave, a prior leave approval is mandatory of at least 30 days from the date of commencement of leave.

10.2 The sanctioning authority for leave is the immediate reporting manager and for long leaves will be the HR department.

NOTE: Leave is not a right but a privilege and needs prior approval. It will normally not be refused unless there is an exigency.

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11. Service Severance

11.1 The employee will be intimated his/her leave balance in the Clearance Certificate prior to the Last Working Day. Any leave availed in excess of entitlements will be recorded as LWP.

11.2 Recovery will be made for any LWP or advance leave that an employee has availed.

12. Policy Effectiveness

12.1 This policy is effective from 1st April 2017.

12.2 Catalyst reserves the right to discontinue/modify the policy at any time.

Concentrix Catalyst Human Resources Division
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