

India Policy

# Other Approved Absence

All policies/supplements are subject to local laws where Accenture operates.  
These policies/supplements are subject to change without prior notification

<b>Applies to:</b>	All Employees		
	All Career Tracks		
<b>Policy Number:</b>	0595	<b>Effective Date of this Version:</b>	09 March 2018
<b>Associated Global Policy:</b>	n/a	<b>Supersedes the Version Dated:</b>	11 April 2017
<b>Policy Sponsor:</b>	Human Resources	<b>Original Effective Date:</b>	21 February 2005

## NATURE OF REVISIONS

## PURPOSE OF THE POLICY

The purpose of this policy is to provide guidelines pertaining to other approved absences that can be availed by all employees.

## POLICY

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### **A. Compensatory Off**

1. Employees who are required to work on their weekly offs / designated offs / fixed holidays as an outcome of business requirements will be entitled to a compensatory off on a day that is mutually agreed between the employee and his / her immediate supervisor.

2. Employees should work 8 or 9 hours per day as per their standard working schedule on the required day to be eligible for availing compensatory off for that particular day.
3. Compensatory off should be availed within 6 weeks from the original day off or unless otherwise specified.
4. Compensatory offs cannot be accumulated and/or carried forward to the next financial year.
5. Compensatory off availed should be charged against "Compensatory off" in the Time and Expense Reporting application.

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## **B. Maternity Leave**

1. All women employees are entitled to maternity benefits subject to the terms and conditions mentioned below.
2. Women employees are eligible for maternity benefit only if they have worked for a minimum period of 80 calendar days in the Company within 12 months before the expected date of delivery.
3. The maximum period an employee is entitled to maternity benefit is 26 consecutive weeks of paid leave, of which not more than 8 weeks shall precede the date of expected delivery of the child.
4. If a woman employee has not availed maternity leave before the date of expected delivery of the child, then her maternity leave will start from the date of delivery of the child.
5. In the eventuality of a miscarriage or medical termination of pregnancy (MTP), on production of sufficient medical proof, an employee will be entitled to maternity benefit for 6 weeks immediately following the date of the occurrence of such miscarriage or MTP. If the employee has had tubectomy operation, she will be entitled to maternity benefit for 2 weeks immediately following the date of such operation.
6. For any illness directly related to pregnancy, delivery, premature birth, miscarriage or MTP, an employee, on production of sufficient proof may be entitled to an additional maternity benefit for a maximum period of one month. (Note: This is in addition to leave mentioned under point 3, 4 above and/or point 5 above, as applicable).
7. Women employees can avail unpaid leaves up to 3 months in addition to the above mentioned Maternity Benefit, provided they have exhausted their vacation balance. The request for availing the said unpaid leaves can be initiated in advance on the [AST](#)
8. It is advised that the intimation for availing Maternity leave be given by the employee at least 30 calendar days in advance and in writing to her immediate supervisor and should be copied to her People Advisor.
9. Besides the usual break allowed to all employees, all women employees who are nursing mothers with children up to the age of 15 months are entitled to avail two additional breaks of thirty (30) minutes each (including travel time) in a working day.
10. Maternity/ MTP/ Miscarriage/ Tubectomy/ Additional Maternity Leaves availed under this benefit should be charged against "Maternity/ Paternity leave" in the Time and Expense Reporting application and the additional breaks availed should be charged against "Other Approved Absence" in the Time and Expense Reporting application
11. To the extent the Company believes that the nature of work assigned to female employees is such that the said female employee may work from home, then the Company may (but is not obliged to) allow her to work from home for a maximum period of 3 months which may be reviewed on exhaustion of said period on a case to case basis, provided the employee has exhausted all maternity leaves listed in this policy. Note: The Company may (but is not obliged to) permit such work from home, subject to such conditions that it may prescribe including but not limited to business needs, role being capable of working from home, customer confidentiality and any other technical or regulatory restriction affecting work from home

## **Surrogacy Leave**

All women employees are entitled to surrogacy leave subject to the terms and conditions mentioned below:

1. [Commissioning mothers](#) shall be entitled to 26 consecutive calendar weeks of paid maternity leave.
2. Women employees are eligible for surrogacy leave only if they have worked for a minimum period of 80 calendar days in the Company within 12 months before the expected date of delivery.
3. Surrogacy leave will start from the date the child is handed over to the employee.
4. Women employees can avail unpaid leaves up to 3 months in addition to the above mentioned surrogacy leave, provided they have exhausted their vacation balance. The request for availing the said unpaid leaves should be initiated in advance on the AST.
5. It is advised that the intimation for availing surrogacy leave be given by the employee at least 30 calendar days in advance and in writing to her immediate supervisor and should be copied to her People Advisor.
6. Surrogacy Leaves availed under maternity benefit should be charged against "Surrogacy leave" in the Time and Expense Reporting application.

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### **C. Paternity Leave**

1. All male employees are entitled to paid paternity leave of 5 working days for each instance of child birth, which can be taken at any time after the date of delivery of his child but not later than 3 months from date of birth of the child.
2. Application for the paternity leave should be made in writing to the employee's supervisor and copied to the People Advisor. Paternity leave availed should be charged against "Maternity/Paternity Leave" in the Time and Expense Reporting application.

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### **D. Bereavement Leave**

1. In the event of death of a close family member of an employee, the employee is entitled to paid time off from work up to 3 working days for each such situation. Close family members would include spouse, children, parents, grand parents, brother, sister and corresponding in-laws.
2. The employee availing bereavement leave should intimate his/her immediate supervisor and People Advisor before the next working day and the leaves availed should be charged against "Bereavement Leave" in the Time and Expense Reporting application.

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### **E. Leave Encashment**

1. All approved leave of absences defined in this policy are not encashable upon separation.

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### **F. Leave of Absence (LoA) - Unpaid**

1. Unpaid Leave of Absence (LoA) may be availed only after an employee has exhausted the available vacation balance.
2. Any request for unpaid LoA for medical reasons must be evaluated as per the sick leave policy.
3. Employees will not accrue vacation or compensation-related benefits while on unpaid LoA. Company insurances will continue throughout this period of absence
4. Requests for unpaid LoA for duration of up to 5 working days must be made in writing and approved by the supervisor, who is an Accenture Leader or employee in a role at career level 5-9, with a copy to the People Advisor. Requests for unpaid LoA for duration above 5 working days must be made in writing and approved by the Entity HR Lead, or designee thereof who is

an employee in a role at career levels 5-7 and the Entity Lead who is an Accenture Leader, or designee thereof who is an employee in the role at career levels 5-6.

5. The right to approve such leave is at the sole discretion of the Company.
6. As the leave availed under this category is unpaid leave, employees would not be able to submit the time report for this period.

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## G. Contingency Leave

1. The Company may announce paid time off for certain contingent and/or unforeseen circumstances, including but not limited to, natural disasters, civil unrest and riots, in consultation with the Global Asset Protection.
2. Such paid time off must be approved by respective DTE Lead and the India HR Lead, in consultation with Global Asset Protection Lead and Legal Lead.
3. Contingency leave availed should be charged against "Contingency Leave" in the Time and Expense Reporting application.

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## H. Adoption / Ward leave

1. The Company provides employees with paid adoption/ward leave on the following terms. This leave provides a paid period of time off during which an employee, who is the **primary caregiver** of an adopted child/children (or a ward) under the age of 16 years, gets time to spend with the child/children or ward before returning to work at the Company.  
The **primary caregiver** is defined as a parent who has legally adopted the child/children (or the ward) and is recognized as the person principally responsible for the daily care of the child.
2. All male and female employees in India, who are the primary caregivers for the adopted child/children (or a ward), are eligible to avail themselves of adoption or ward leave. An employee is eligible for this leave subject to having worked in the Company for a minimum period of 80 days in 12 months preceding the date of adoption or the ward commenced living with the employee.
3. Leave provision:
  1. The adoption or ward leave will start from the date the child is handed over to the employee.
  2. The adoption or ward leave is for a period of 26 consecutive weeks.
4. Salary provision:  
The employee will continue to get 100% of his/her salary during the 26 week period of adoption or ward leave. For purposes of this policy, the Company defines "salary" as the current monthly salary.
5. Leave Notification/Application:
  1. Notification about adoption or ward leave must be made by the employee at least 30 days in advance and in writing to his/her immediate supervisor with a copy to his/her People Advisor. While notifying, the employee should indicate the anticipated start and end dates of the adoption or ward leave.
  2. Once the leave dates are finalized the employee should submit an application viz. email for adoption or ward leave in writing to his/her immediate supervisor with a copy to his/her People Advisor.
  3. The employee will be required to provide a valid adoption deed and/or a court order granting guardianship and/or copy of the guarantee executed before the court and/or any other valid document verifying the legal adoption or ward arrangement before the commencement of leave.

6. Any male or female employee, whose spouse is a primary caregiver, is entitled to paid leave of 5 working days for each adoption or ward arrangement, which can be taken at any time after the date of adoption of the child/children or the commencement of the ward arrangement but not later than 3 months from the date of adoption or the commencement of the ward arrangement. Application for this leave should be made in writing to the employee's supervisor and copied to the People Advisor. Adoption/ Ward leave availed should be charged against "Adoption Leave" in the Time and Expense Reporting application.

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#### **I. Hold Notice**

1. Employees currently subject to a Hold Notice going on extended leave should notify their People Advisor that they are subject to a Hold Notice. If employees are required to turn in their laptop, LTS should be notified so the data can be preserved consistent with the Hold Notice. Please see the Supporting Documentation section for the definition of Hold Notice.

### **SUPPORTING DOCUMENTATION**

### **CONTACT INFORMATION**

### **BACKGROUND / RATIONALE**