

India Supplement

Vacations

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

Applies to:	All Employees
	All Career Tracks
Supplement Number:	0066_C19
Associated Global Policy:	Policy 0066 Vacations
Supplement Sponsor:	Human Resources

NATURE OF REVISIONS

PURPOSE OF THE SUPPLEMENT

The purpose of this supplement is to provide additional information that is specific to all employees in India regarding vacations. Where no country-specific clarification is required, the provisions stated in the global Vacations policy, [Policy 0066](#), apply.

SUPPLEMENT

Vacation Entitlement

Level/ Criteria	Entitlement per year	Maximum vacation to be carried forward	Settlement of vacation balance
All employees	Four work weeks (20 working days) of regular vacation*	During the fiscal year 30 working days or more can be maintained. At the end of the fiscal year No more than 30 working days can be carried forward. Additional vacation will be forfeited.	Employees are not entitled to encash unavailed vacation during their employment with the Company. Vacation balance will only be paid out to an employee when he/she terminates from the Company. Pay outs are limited to a maximum of 30 days only. Additionally, any remaining leave balance generated out of hours donated under the "Hours that Help Program"**, cannot be encashed by the recipient when he/she terminates from the Company.

* Includes 5 days of Casual Leave (= vacation days mandated to all employees independent of tenure by Indian labor legislation)

** If you have any questions regarding the Hours that Help program, please contact your People

Advisor.

Administration

- Any vacation availed by the employee should be charged to "Vacation Taken" in [MyTE](#)
- If an employee is on vacation for a period exceeding his/her entitlement, appropriate deductions will be made from the employee's salary.
- If an employee terminates and has a negative vacation balance, the balance will be adjusted against any amounts, including salary, payable by the Company to the employee.
- Vacation encashment will be subject to prevailing tax laws.

SUPPORTING DOCUMENTATION**CONTACT INFORMATION**