



Leave Policy

Introduction

This program document may be modified, revised, or amended by SiyaCon Technologies at any time, and without prior notice, consent, or approval. The information contained in this program document is proprietary and confidential. It is solely for use by and distribution to the individuals who are subject to this program.

The information provided in this publication is for information purposes only and does not constitute an employment contract.

Eligibility

To apply for a leave of absence, you must be a salaried employee. Interns, temporary and seasonal employees, and individuals who perform services as a contractor to SiyaCon Technologies are not eligible to participate

1. National / Festival holidays

2. Paid Time Off (PTO)

The Company provides the following leave for all regular employees.

- Casual Leave
- Sick Leave

3. Casual Leave

SiyaCon Technologies will provide employees with 12 days of paid casual time off, per calendar year. Any unused casual leave will lapse at the end of the calendar year. Every month 1 casual leave will be credited to your account. Employees can apply for leave through Mail.

4. Sick Leave

SiyaCon Technologies will provide employees with up to 6 days of paid sick time per calendar year. Every month 0.5 i.e., half sick leave will be credited to your account. Employees cannot take more than 2 sick leaves per month and for availing of sick leave must inform their manager no later than the time they are scheduled to start work that day. Any sick time-off taken in excess of an employee's paid sick time can be availed from casual/ vacation leave on prior approval. Employees can apply for leave through Mail.



LEAVE WITHOUT PAY (LWP)

Employees are eligible for leave without pay described below at the discretion of the employee's ground business leader after taking into account client service needs, office operations and any other such factor that impacts the business. SiyaCon Technologies will make every effort consistent with good business practice to grant requests for such unpaid personal leave.

However, there may be situations where it cannot be granted due to client service or business needs. In order to participate in any of the leaves below you must first exhaust any accrued PTO.

During the period of LWP, the employee will not receive any compensation but will continue to be eligible for all other benefits. Also, employees on LWP will not earn any PTO credit for the unpaid personal leave period.

In case the LWP extends beyond 30 calendar days, it will be considered as Leave of Absence, wherein employees will not be eligible for any benefits except insurance. At the end of 30 calendar days of LWP, if the employee does not return to work upon completion of the leave, he/she shall be considered to have voluntarily resigned as of the last day of work unless the employee has obtained approval for availing Leave of Absence.

The Employee will not be paid for National Festivals/Holidays that occur during his/her LWP period. Employees must seek approval from their manager before availing of LWP. Once the approval is obtained, employees can apply for leave through Mail.

BEREAVEMENT LEAVE

The Company recognizes that employees may need time off following the death of a family member. The Company will provide 5 days of bereavement leave with pay in the event of the death:

Spouse/common-law partner, parents, siblings, and children, Spouse/common-law partner's parents, siblings and children, Grandparents, Grandchildren.

The employee needs to notify his/her manager immediately if he/she takes bereavement leave. The employee also would need to give his/her contact details to the Manager so that Manager can contact the employee during the absence in case of an emergency. Employees can apply for leave through Mail.



SABBATICAL PLAN

The current policy on sabbatical is suspended till further notice. Employees currently on sabbatical leave for more than 45 days need to report back to the office within 15 days of time. Employees on sabbatical due to higher education, medical condition, or family emergencies would have the exception to continue with the sabbatical. Sabbatical is applicable for an employee who has completed a minimum of 5 years in SiyaCon Technologies as of the start date of the sabbatical.

MATERNITY LEAVE

All women employees can take maternity leave of 6 months of which 2 months shall precede the date of their expected date of delivery and 4 months after the date of delivery/6 months of total leave can be used as per their convenience. However, for women employees having two or more surviving children (including legally adopted children) the maximum period entitled to Maternity benefit shall be twelve weeks of which not more than six weeks shall precede the date of her expected delivery.

PATERNITY LEAVE

- All male employees can avail a total of 2 weeks of Paternity Leave.

Note:

“Company reserves the right to ask for supporting medical documents for any of the following leaves types (Sickleave/Medical LOA, Illness arising out of pregnancy.)”