

ATTENDANCE, HOLIDAY & LEAVE POLICY

Scope:

This document is applicable to employees, interns, trainees, consultants & contractors (henceforth referred to as employee/s unless specified) appointed by CodeCraft on a full-time basis. Individual eligibility & entitlement, depending on the mode of engagement have been defined within specific sections of this document.

Purpose:

CodeCraft believes in creating a work environment where there is a fair balance between work-leisure.

To enable this, company provides 10 days of holidays including mandatory statutory holidays in a calendar year and leaves benefits to employees to plan for their vacation days & also recover from illness, if any including maternity & other gender specific leaves.

An employee who is working on a client project shall follow the client holiday calendar unless specified clearly by their manager to comply with the CodeCraft Holiday Calendar.

Important terminologies & definitions:

Holiday: A holiday is a day off given by the company on the occasion of a festival/ day of national

importance or general celebrations

Leave: A voluntary day off applied by an employee for their personal vacation/requirements from the available leaves as per the eligibility.

Week off: Saturday & Sunday of every week is considered to be a week off.

Compensatory Leave: Leave accumulated by working on either a declared holiday or a week off. This

leave shall lapse if not availed within 3 months from the date of approval of compensatory leave application.

Calendar year: Year beginning in the month of January & ending in December.

Leave shall be exclusive of the weekly off and the holidays declared by the company except in case of

leave without pay (LWP – In case of LWP, weekends and holidays declared by the company).

Description:

Holidays @ CodeCraft:

Company shall follow a 10-day holiday calendar every year which shall mandatorily provide for statutory holidays listed below:

- 26th January – Republic Day
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- 1st May – May Day
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- 15th August – Independence Day
- 2nd October – Gandhi Jayanthi
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- 1st November – Karnataka Rajyothsava

Holidays at CodeCraft are determined through a combination of mandated government holidays and those elected jointly by management and employees. The finalized holiday calendar is rolled out by

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December last week for the upcoming year via e-mail notification. This list is also updated in the HRMS

for ready reference for the employees.

Leaves at CodeCraft:

Company provides following types of leaves to its employees:

Casual Leave:

- In a calendar year, an employee is granted 15 days of casual leave (CL).
- These leaves are granted on a quarterly basis (Q1 – 4 days, Q2 – 4 days, Q3 – 4 days, Q4 – 3 days)
- These leaves are prorated for new joiners based on their date of joining.
- These leaves can be availed as half days. For calculation purposes, 4.5 hours of work shall be considered as half day including half hour of break time.
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It is the responsibility of an employee to keep their manager informed about their absence from work in advance.

- To apply for leaves:
 - Employee must send an email requesting leave to the department head with a cc to their manager.
 - For an employee working on client project, it is advised to send a mail requesting for leave to their client PoC only after department head's approval.

- Upon approval from department approval & client PoC (if applicable), formal leave application has to be applied in the HRMS portal with the attachment of the approval emails.
- If employee avails leave without notifying in advance in the HRMS (due to an emergency), they must do so as soon as they resume working. In such situations it is mandated to keep the department head and manager informed about the leave over a phone call.
 - Failure to inform regarding day-off/s in the system is considered to be misconduct and can warrant disciplinary actions.
 - An employee during their tenure cannot carry forward more than 30 days of CL balance to the next calendar year. Any CL balance beyond carry forward limit will lapse without any encashment.
 - Any CL balance remaining at the time of an employee's exit, will be encashed as part of their Full & Final Settlement
 - Casual leaves are not applicable to employees in L1 band during their probationary period. It is not applicable to interns/consultants & contractors of CodeCraft. Additionally, employees cannot apply casual leave while serving their notice period. Refer to the section on leaves during notice period for more details
 - For the purpose of calculation, 15days in a calendar year is calculated at 1.25 days per month. If at the time of exit, an employee has availed more CLs than this eligibility, the excess days shall be recovered from their full and final settlement.

Sick Leave:

- In a calendar year, an employee is granted 6 days of sick leave (SL).
- These leaves are pro-rated for new joiners based on their date of joining.
- For interns & employees in L1 band during their probation period, eligibility is 1 day of sick leave per month.
- These leaves can be availed as half days as well. For calculation purposes, 4.5hours of work shall be considered as half day including half hour of break time.

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- Department head approval followed by client PoC approval is mandated in case of sick leaves too.

An employee must apply for sick leave as soon as they resume work in the HRMS portal after

obtaining relevant approvals in email from their department head & client PoC (if applicable). For

employees working on a client project, it is advised to attach the email approval from their client

PoC when applying for leaves in the HRMS.

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If employee avails leave without notifying in advance in the HRMS (due to an emergency), they must do so as soon as they resume working.

• Failure to inform regarding day-off/s in the system is considered to be misconduct and can warrant disciplinary actions.

• Unused sick leave balance shall lapse at the end of the calendar year.

• Sick leaves are not applicable to consultants & contractors of CodeCraft. Additionally, for employees

serving notice period, sick leaves do not apply as per the above defined criteria. Refer to the section

on leaves during notice period for more details.

• For the purpose of calculation, 6days in a calendar year is calculated at 0.5 days per month. If at the time of exit, an employee has availed more than this eligibility, the excess days shall be recovered

from their full and final settlement.

Gender Specific Leaves:

Menstrual Leave:

All women employees (confirmed, probationary, or contractual) based in Karnataka are eligible for menstrual leave, in accordance with the State Government's policy on menstrual leave.

Entitlement:

- Eligible employees are entitled to twelve (12) days of paid menstrual leave per calendar year, calculated at one (1) day per month.

- The leave may be availed as a full day or half day, based on the employee's requirement.

- The menstrual leave for a given month must be availed within the same month. It cannot be carried forward, accumulated, or encashed.

- The leave is intended solely to support menstrual health and may not be clubbed with other leave types

Process to avail:

- Employee can avail menstrual leave using the HRMS.

- No medical certificate or proof is required to avail menstrual leave.
- Managers and HR are expected to maintain confidentiality and handle such leave requests sensitively.

Reassurance: Information regarding menstrual leave shall be kept strictly confidential by HR and the reporting manager. Availing menstrual leave will not impact performance assessments, attendance records, or other employment considerations.

Maternity Leave:

To be eligible for maternity benefit, a woman must have been working as an employee in the organization for a period of at least 80 days in the past 12 months.

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A woman employee is entitled to 26 weeks of paid maternity break for their first and second child. This

leave can be availed from up to 8 weeks preceding the expected date of delivery. It may be noted that

the total duration of maternity leave shall not extend beyond 26 weeks.

For the third or subsequent pregnancy, expecting mothers are eligible to take maternity leave of 12 weeks.

Adopting mothers or commissioning mothers (the biological mother who utilised her eggs to produce

an embryo placed in the uterus of another mother.) are eligible for a 12-week maternity leave, which

starts from the day their newborn is handed over to them.

In case of medical termination or accidental miscarriage (after 26 weeks of pregnancy), a woman

employee can take 6 weeks of leave from the date of miscarriage. However, in this case, medical proof of miscarriage is required.

Besides, additional paid leaves can also be granted based on the health and situation of the mother and

her baby for a period of maximum of 1 month as an extension in compliance with the provisions of the

Maternity Benefits Act towards leaves for illness arising out of pregnancy, delivery or premature birth

of child or miscarriage. It may be noted that, to avail this leave, a woman employee shall submit relevant medical proof and certificate.

The provisions of the Maternity Benefit Act shall govern the practices and actions while administering the maternity and associated leaves and benefits for a woman employee. A woman employee shall keep their manager and client PoC (via the manager) informed about their upcoming due date at least 3 months in advance of their expected date of delivery. This shall help us plan the transition resource in their period of absence. Woman employee shall apply for ML in the HRMS before proceeding on maternity leave unless it is a case of an emergency delivery. In such a situation, the woman employee shall inform the HR via official email within 5 days of delivery about the birth of their child and them proceeding on maternity leave. Once the baby is born, we expect the woman employee or their immediate family members to inform the HR about the new arrival with relevant information (DOB, gender, name (if already decided)) for inclusion in the Group Mediclaim scheme of the company.

Paternity Leave:

- Male employees of CodeCraft are eligible for 5 days of paternity leave per child.
- If it is a case of twin babies, the eligibility remains at 5 days itself.
- A male employee can avail paternity leave twice in their tenure with the organization.
- A male employee shall keep their manager & client PoC (via their manager) about them proceeding on paternity break and also update the HRMS within 1 day from the birth of their child if not applied in advance.
- Paternity leave has to be availed within 4 months from the birth of the child.
- An employee needs to inform their department head, manager & client PoC (in the sequence mentioned) at least 2 weeks before proceeding on paternity leave.

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- We expect the employee to inform the HR upon the child's birth with relevant information (DOB, gender, name (if already decided)) for inclusion into the Group Mediclaim scheme of the company.

- Paternity leave is not applicable to the interns, consultants & contractors of CodeCraft.

Compensatory Leave:

- Compensatory Leave is applicable only if an employee has worked on a weekly off or holiday with

prior approval from their manager or client PoC respectively.

- Approval email is necessary for applying for compensatory leave and should be forwarded to the manager (in case of client approval) & HR
- HR shall update the compensatory leave balance in the HRMS
- It may be noted that the compensatory leave shall lapse if not availed within 3 months from the date of approval regarding the extra work. There shall be no encashment of a compensatory leave.
- It may be noted that to avail compensatory leave, you should have worked full 8 hours on a non-working day. Combining partial hours worked over few non-working days shall not accrue as eligibility for a compensatory leave.

Tenure Leave:

- This leave is applicable to an employee completing 5 years of tenure with the company.
- The total number of tenure leaves granted are 4 per calendar year.
- These leaves cannot be carried forward to the next calendar year.
- These leaves shall not be encashed at the time of exit.
- These leaves are not applicable to the consultants and contractors employed with CodeCraft.

Leave during notice period:

We do not encourage any leave during an employee's notice period. An employee in their notice period

is expected to work on delivering their work, preparing for the knowledge transfer and hand over to the assigned resource during the transition phase. We believe taking leaves can significantly impact this process.

However, during the transitional phase (from resignation to the last working day), an employee can

avail leaves in case of an emergency (if and only if leave balance is available). In the absence of leave

balance, any excess leaves taken shall entail to further extension of the notice period by the number of

days the employee has taken leave or loss of pay depending on manager's approval.

There shall be no reduction in the notice period duration in lieu of the accrued leave balance under any

circumstance. Any exception to this would require the approval from the CEO of the company.

Attendance at work:

We follow an 8-hour work day at CodeCraft.

Employees (including those working on client projects or working from home) are expected to clock-in

& out to mark their attendance during a working day in the HRMS portal.

Interns are expected to swipe-in & out from the office main gate to mark their attendance when at

office during their internship period and clock-in 8 hours of work/day.

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Employees, Consultants, Contractors, Interns, Trainees are expected to clock the number of hours they

have worked using the internal Timesheet App. For any clarifications, regarding its usage or issues with

its functionality, reach out to the HR.

Failure to clock-in the required hours shall be considered as non-compliance. If it is a system issue,

employees are requested to raise regularization requests with their managers to ensure the expected

working hours are clocked in the system.

It is the responsibility of an employee to keep their manager/s (internal or client) informed about their

presence or absence at work at all times. Failure to do so is considered to be a violation of the basic

employment terms and conditions and can entail disciplinary action, including and up to termination.

In cases where the employee is absconding from work, they may be summoned by the HR via provided

contact number/s and addresses (self & emergency). If no contact is established to know the

whereabouts within 3 working days, HR shall initiate the process to de-activate the user-account in the

system to block all forms of access to the employee (HRMS/network/VPN/Biometrics, etc.) and issue a

show-cause notice to the employee to present themselves within 7 calendar days. If there is no contact

established then the HR shall initiate the termination of employment with CodeCraft and send it via

registered post to the employee's permanent address as per the records. The termination letter is saved

in the employee files for records and reference.

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