

## Leave Policy

At 4E Software Pvt. Ltd (Caizin), we prioritize a healthy work-life balance and strive to provide our employees with an enriching environment that encourages professional growth while allowing for personal fulfillment.

We recognize that taking leave is a vital aspect of maintaining this balance. Employees need the opportunity to refresh, rejuvenate, and enjoy their time off, ensuring they can perform at their best when at work. There will also be times when employees need to address personal matters, emergencies, or health-related issues for themselves or their family members.

This policy outlines the "Annual Leave" benefits available to our employees. We encourage everyone to approach this policy with openness, transparency, and trust.

This policy is a guideline for all employees to follow and explains the types of leaves available, the eligibility and the procedure to avail leaves.

### Eligibility

All employees are eligible for this category of leave.

### Leave Entitlement

Employees are entitled to the following types of leave per calendar year:

- **Paid/ Vacation Leave:** 12 days
- **Casual Leave:** 6 days
- **Medical Leave:** 12 days
- **Bereavement Leave:** 15 days for the loss of an immediate family member (spouse, parent, child, or sibling)
- **Unpaid Leave** – 15 leaves in a year
- **Sabbatical Leave** – 90 days leave
- **Professional Development Leave** – 15 leaves

### Leave Usage Guidelines

- **Paid Leave:** Can be used for personal matters, vacations, or any planned time off.
- **Casual Leave:** Intended for short-term, unforeseen absences.
- **Medical Leave:** To be used for health-related issues or medical appointments.

- **Bereavement Leave:** To be utilized in the event of the death of an immediate family member, with documentation required if requested.
- **Professional Development Leave** – Leave must be taken with the approval of the Reporting Manager for any professional course, webinar, or boot camp. This leave cannot be combined with any other type of leave.
- **Unpaid Leave** – Can be availed in case of no casual/ sick leaves are there with the approval of Reporting manager.
- **Sabbatical Leave** – In case of you working on a startup idea if approved by CEO/ COO.

## Policy

- Holiday/weekly off day will not be counted towards the leave, if falling within the leave period, only working days will be calculated
- Leave period for all leave types is the calendar year, i.e, 1st January to 31st December.
- All Leaves must be applied in KEKA
- New hires will have their leave entitlements pro-rated from the date of hire till 31st December.
- **Paid Leave and Casual Leave:** An employee will be entitled to CL/ PL after the manager's approval. Leave of any type if taken, in excess of this would be treated as leave without pay. Employees planning to take more than **4 consecutive days of leave** must inform their manager at least **2 weeks in advance**. Leave accrual shall be done on a Quarterly basis.
- **Sick Leave / Medical Leaves:** In case of sick leave for more than 3 days, employees must submit a medical certificate from a certified medical practitioner. When an employee takes leave on medical grounds, he/she must inform the line manager, on the first day of his / her absence, either by email or phone message, or other appropriate means of inability to attend work. In such cases the employee must apply for sick leave in KEKA immediately on return to work.

## Accumulation / Encashment of Leaves

- Five (5) unused Paid leave can be carried over into the next year.
- There is no leave encashment available for unutilized or lapsed leave.
- Sick Leave will not be accumulated, and neither be encashed for all existing and new employees.

## Compensatory Off Policy

### Purpose:

The purpose of this policy is to establish guidelines for employees to earn and utilize compensatory time off (comp off) for any additional hours worked beyond their regular schedule. This policy aims to ensure that employees are fairly compensated for their extra efforts while promoting work-life balance.

### Eligibility:

All employees who work beyond their normal hours are eligible to earn compensatory off.

A maximum of two compensatory leaves can be availed in a month.

### Comp Off Credit Approval

Compensatory off credit requests must be submitted in Keka and should include (as an attachment) the supporting email from your client/reporting Manager. This email must clearly state when and why the additional work was required and confirm that the employee will need to work extra hours.

### Leave Application Process

- All requests for compensatory off should be submitted through the Keka leave management system.
- Employees must ensure that their comp off requests are aligned with their manager's approval to facilitate the process.
- Comp off must be utilized within 30 days of being credited.
- Employees are encouraged to plan their comp off in coordination with their team to minimize disruption to work.

## Caizin's Parental Leave (Maternity and Paternity) Policy

### Caizin's maternity and paternity leaves

These leave benefits are intended to allow employees paid - time off to bond with their child before returning to work.

#### 1. Maternity Leave

##### 1.1. Eligibility

- 1.1.1. Permanent female employee who:
  - a) delivers a baby (i.e. birth mother) or
  - b) legally adopts a child (i.e. adoptive mother) or
  - c) is a commissioning mother. Commissioning mother means a biological mother who uses her egg to create an embryo implanted in any other woman (i.e. child born through surrogacy).
- 1.1.2. The minimum service requirement for employees to be eligible for this benefit is 80 days.

##### 1.2. Maternity Leave

- 1.2.1. You are eligible for a total of twenty-six (26) calendar weeks of maternity leave. This benefit is applicable to you for the birth of any number of children (i.e. not limited to 2 children).
- 1.2.2. You are eligible for a total of twelve (12) calendar weeks of maternity leave. This benefit is applicable for **adoptive Mother**.
- 1.2.3. **For birth mother** – you may start your leave up to eight (08) calendar weeks before the expected date of delivery. If you have not started your leave prior to the delivery date, the maternity leave will start from the day the child is born.
- 1.2.4. **For adoptive and commissioning mother** – your maternity leave starts from the date the child is handed over to you, as the case may be.
- 1.2.5. The Maternity leave are inclusive of any rest days, weekends, off days, shutdown days and public holidays etc.
- 1.2.6. Maternity leave would begin on the date requested by you and must be taken in one continuous block.

##### 1.3. Other Leaves

- 1.3.1. **Miscarriage leave** – In the event of a miscarriage, a minimum of 30 calendar days up to 6 weeks of paid leave will be granted immediately following a miscarriage. Employee is not eligible for maternity leave in this case.
- 1.3.2. **Leave for illness arising out of pregnancy** – You will be eligible for an extended leave in case of an illness due to any of the following reasons - pregnancy, delivery (if maternity leave has not been availed), miscarriage, medical termination of pregnancy or tubectomy operation.

- 1.3.3. In such cases you would be eligible for a maximum of one month (30 calendar days) paid leave in addition to maternity, miscarriage leave and is available solely for the purposes of catering to the condition of illness. This leave would be granted subject to production of prescribed documents.
- 1.3.4. Prescription with recommendation of leave upon evaluation of the health condition from a registered medical practitioner which is subject to validation.

## **2. Paternity Leave**

### **2.1 Eligibility**

Permanent male employee who

- 2.1.1. Has had/ going to have a newborn child (i.e. birth father) or
- 2.1.2. Legally adopts a child (i.e. adoptive father)
- 2.1.3. Commissioning father
- 2.1.4. The minimum service requirement for employees to be eligible for this benefit is 80 days.
- 2.1.5. Paid paternity leave will be for 7 days.

## **3. Benefits during maternity/ paternity leave**

- 3.1. After the birth or adoption, enroll your child as a dependent in your group medical insurance policy within 30 days (day one is date of birth)
- 3.2. While on parental leave (maternity or paternity), we will maintain the same benefits coverage you have as an active employee (subject to plan provisions), for the full duration of the leave. If you do not return from leave, these benefits will cease as of the last day of your leave.
- 3.3. You will continue to accumulate all types of paid leave while on parental leave (maternity or paternity), including paid leave. However, you cannot combine any leave with maternity leave, except for paid leave and sick leave.

## **4. Initiating maternity and paternity leave, and returning to work**

### **4.1. Maternity**

- 4.1.1. You must inform your manager at least 60 days, before starting your maternity leave. You should provide as much notice as possible to give your manager more time to plan for your absence. If you wish to take Sabbatical before or immediately after the maternity leave, you need to inform your manager with a minimum notice period of 60 days.
- 4.1.2. You should work out an arrangement with your manager on how and when you intend to take the leave.
- 4.1.3. If the need for leave is not foreseeable, you must request the leave as far in advance as reasonably practical (generally the same day or next day after you became aware of the need for leave)
- 4.1.4. In case of emergency, you (or a representative) must notify your manager or as soon as practical.

- 4.1.5. You can submit your application for maternity leave on along with your doctor's certification of the expected date of delivery or relevant document for adoption, at least 60 days before the start date of your maternity leave.
- 4.1.6. You are responsible for enrolling your child for medical insurance benefits within 30 days after the birth or adoption.
- 4.1.7. If there are any changes to the scheduled date, you must notify your manager of the new return to work date as soon as possible. Additional documentation and certification may be required.

#### **4.2. Paternity**

- 4.2.1. You must notify your manager at least 30 days before starting your paternity leave.
- 4.2.2. You are responsible for enrolling your child for medical insurance benefits within 30 days after the birth or adoption.
- 4.2.3. If there are any changes to the scheduled date, you must notify your manager .

#### **4.3. General**

- 4.3.1. Additional documentation and certification may be required for verification purposes.
- 4.3.2. Employees who fail to return within three days of the specified return to work date, accept other employment (including self-employment) while on leave, or are found to have falsified any information about the leave, including dates and reasons for the leave, will be considered grounds for termination.