

Leave Policy



Revision History

Version No.	Date	Revised by	Comments
1.02	01 Jan 12	HR Department	New document, Baseline
2.0	30 Jun 21	Vinay Sikharam	Modifications - Change in Leave Type and number of Leaves
3.0	10 Feb 22	Vinay Sikharam	Replaced HR with P&C. Email ID updated in 7 th point
3.1	11 Jan 24	Vinay Sikharam	Updated to the latest document format

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1. Objective

To formulate attendance & leave policy guidelines that constitute the basis for leave management.

2.Scope

All employees on regular rolls of Valtech India entities. This revised Leave Policy is effective from 1st of July 2021. There are no changes in any other types of leave other than Earned Leave and Sick Leave in place of All Purpose Leave (APL).

3.Types and Process for Availing Leaves

3.1 Summary of leave types available

Types of Leaves	Details
Earned Leave (EL)	13 Days of paid leave in calendar year
Sick Leave (SL)	12 Days of paid leave in calendar year
Maternity Leave (ML)	A women employee is eligible for 26 weeks, i.e., 182 calendar days of Maternity Leave (both pre-natal and postnatal combined). ML must be availed as one block of leave and is restricted for the first two children only
Paternity Leave (PL)	<ul style="list-style-type: none">• 5 Days of paid leave• To be availed within one month before or after the birth of their first two children
Bereavement Leave (BL)	<ul style="list-style-type: none">• 5 Days of paid leave• Employees can avail BL, in case of bereavement of an immediate family member

3.2 Earned Leave (EL) for permanent employees on the rolls

- All employees are eligible for 13 days of Earned Leave per calendar year
- Calendar year is from 1st of January to 31st of December
- For employees joining and exiting in between the calendar year, leave will be credited in prorated basis
- Minimum number of EL to be availed is half (0.5) a day at a time
- EL will be credited on the 1st of every month.

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- f. Outstanding balance of EL for employees at the end of December may be encashed, subject to maintaining a minimum balance of 30 days of EL.
- g. Outstanding EL of 30 days or less will be carried forward to following calendar year
- h. Leaves over and above the minimum balance of 30 days will be encashed and it will be credited to employee's bank account along with the salary for the month of February of the following calendar year
- i. At the time of employee exit, all outstanding balance of EL in one's credit will be encashed, as a part of Full and Final settlement.
- j. Encashment will be done based on Basic and HRA components of the monthly salary
- k. All encashment subject to prevailing Income Tax laws
- l. Availing EL has to be planned and applied well in advance for reporting manager's approval
- m. Leaves taken beyond 3 consecutive working days will be treated as absenteeism if not informed to the reporting manager during or before leave period

3.3 Earned Leave for trainees

- a. All trainees are eligible for 13 days of EL per calendar year
- b. Minimum number of days to be availed is half (0.5) day at a time. EL will be credited on the 1st of every month
- c. Outstanding ELs for Trainees at the end of December will be carried forward to the following year
- d. In the event of Confirmation of services or Exit from services, then EL balance neither be carried forward nor will be encashed. Trainees on confirmation (i.e., when their services get regularized) will start with a fresh leave account with balance reset to zero
- e. Leave taken beyond 3 consecutive working days will be treated as absenteeism if not informed to the Reporting Manager during the leave or before availing the leave

3.4 EL credit for new hires and exit

- a. For new joiner (regular employees and trainees), the 1st month EL will be credited on prorata basis
- b. Similarly, for employees and trainees who exit, EL for that month will be credited on prorata basis

3.5 Sick Leave (SL)

- a. All employees and trainees are eligible for 12 days of Sick Leave per calendar year
- b. Calendar year is from 1st of January to 31st of December

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c. Sick time is a brief period when an employee cannot work because of:

i. Medical treatment, illness, injury, mental fatigue, or such other medical reasons

ii. The illness/injury of an immediate family member (immediate family for purposes of this policy covers Parents, Spouse and Children. It also covers In-Laws [Father & Mother] in case of employees who are married) requiring the employee's care

d. For employees joining and exiting in between the calendar year leave, will be credited in prorated basis

e. Minimum number of Sick Leave to be availed is half (0.5) a day at a time

f. SL will be credited on the 1st of every month.

g. For new joiner (regular employees and trainees), the 1st month SL will be credited on prorata basis. Similarly, for employees and trainees who exit SL for that month will be credited on prorata basis.

h. SL to be availed within calendar year and all unutilized SL will lapse as on 31st December. At the time of exit from services the balance SL will not be encashed.

i. Person availing SL is required to inform the reporting manager while availing SL or at the earliest and apply it through LMS (Leave Management System) once reported back to office.

j. Leaves taken beyond 3 consecutive working days will be treated as absenteeism if not informed the Reporting Manager during or before availing the leave time

k. Upon exhaustion of SL, employee or trainee must apply for EL as negative leave balance is not applicable in case of SL after exhausting the available SLs.

3.6 Implication of negative EL balance (leaves taken more than grant)

a. Leave balance reconciliation will be performed by P&C Team once in six months, in July & January months for previous period

b. You can have a maximum of 6 days of negative EL balance in your account at the time of July Leave and attendance reconciliation

c. An employee having negative balance over & above this cut-off (calculated up to 30th June) will be liable for salary deduction (monthly gross salary equivalent to the number of excess EL days availed) during July salary disbursement. However, during the month of December if there is any negative EL balance in your account, then the entire negative balance (calculated up to 31st December) will be deducted from the following February salary disbursement. This is done to facilitate start of a new EL account from January, which is the beginning of the Leave year

d. For trainees, stipend deduction for negative leave balance (leave taken in excess of grant) will be done at the end of the training period. Entire negative balance will be deducted from stipend. In case of extension of training period, leave reconciliation will be done at the end of extended training period and deduction of stipend will be done in case of negative leave balance.

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3.7 Process to apply for EL and SL

Employees & trainees should submit their leave application only through HRIS (online HR Information System of the company), well in advance. In case of any emergency where the employee is not able to plan and apply for leave in advance, the same shall be informed to the reporting manager over phone or by any other means at the earliest. In this case, the leave application will be applied on HRIS immediately on resuming duty.

Note: Upon exhaustion of SL, employee must apply for EL (Negative leave balance is not applicable in SL)

3.8 Maternity Leave (ML)

Please refer to Maternity Leave Policy document in HRIS for information on ML.

3.9 Paternity Leave (PL)

All male employees in the organization are eligible for Paternity Leave of 05 working days, which shall be availed within one month before or after the birth of their first two children. The provision of the Paternity Leave is also applicable to associate who legally adopts a child below the age of 3 years.

Application for Paternity Leave shall be submitted at least a week in advance, except for emergency cases, to the respective reporting manager and the same to be applied in HRIS at the earliest.

3.10 Bereavement Leave (BL)

The facility of additional leave of 05 working days is provided to employees and trainees in the unfortunate case of bereavement of an immediate family member.

Immediate family for purposes of this policy covers parents, spouse and children. It also covers In-Laws [Father & Mother] in case of employees who are married. This can be availed in full or part within 01 month of bereavement.

4. Guidelines

- a. Attendance will be regularized on periodic basis and at the earliest by each availing employee or trainee. P&C Team will consider leave data (available and availed) as recorded in online HRMS tool's Leave Management module.
- b. All the leaves are subjected to mutual agreement
- c. Application for leave(s) shall be made only through HRIS and the same should be approved by the reporting manager.

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- d. The intervening paid holidays such as company published yearly public holidays, weekly-off during the Earned/Sick leave period will not be deemed as leave period.
- e. Absence for a period of 05 (five) consecutive working days without prior approval from the respective Project or Reporting Manager (including overstay of leave/training) will be treated, as abandonment of services and therefore the employee may lose the lien on employment. Also, the email ID of the employee may be deactivated or on specific request by the concerned manager, the emails will be redirected to another email ID as per the request till further notice from P&C Team.
- f. P&C Team is the authorized department to record, maintains leave and calculate leave details of all the employees and trainees on the company rolls.
- g. Leave & Attendance will be closed pursuant to accounting of monthly shortfall of working hours and less than 04hrs (worked from office) as the case maybe, and on reporting manager's approval in case employee has worked from home, if any. Please note that shortfall of working hours will be calculated for only the days worked in office, it is the prerogative of the managers to approve full/half day WFH as deemed appropriate.
- h. All concerned Managers should update the 'Shift Schedule' of their team members, in advance, and no later than the shift commencement as this would lead to mismatch of actual log-in hours.
- i. In the absence of EL/SL application within the aforementioned timeline, it will be deemed as Earned Leave.
- j. If you have already applied the EL/SL earlier and the same is not reflected in attendance info status, please ignore, the status will be updated accordingly from backend by end of the reconciliation timeline.
- k. Leave reconciliation will be performed by 15th of following month, therefore employees are bound to regularize their leaves availed in HRIS, on or before 10th of following month in case the same is not applied / approved online.
- l. If the above timelines are not followed, then employee's EL will be deducted towards the absence shown in HRIS.

5. Exceptions

Any exceptions to this policy should have the approval of Managing Director. (To be duly followed by P&C)

6. Policy Review

This policy will continue to be in force until and unless superseded by a revised policy. The Company reserves the right to amend, modify the entire policy or any part of it at any time.

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7. Single Point of Contact for leave topics

For any clarifications on the Policy and leaves related support and queries, you may contact IN.Attendance@valtech.com as the first and single point of contact.

8. Transition to previous leave policy to this revised policy

The transition to this policy from previous All Purpose Leave (APL) Policy will be as follows:

- a. This revised policy will be applicable to all employee and trainees effective from July 1st, 2021, and onwards until further revisions to the policy.
- b. For the active employees and trainees on the rolls as on June 30, 2021, the closing balance of APL (All Purpose Leave) as on 30th June 2021 will be added to EL on 1st July 2021 as opening balance of EL.
- c. This approach is designed to ensure no employee or trainee on the rolls as on June 30, 2021 will be losing the applicable APL.

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