

# Compensatory Leave Policy



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# 1. Purpose

Compensatory Leave is one which is granted to an Associate for having worked on the days of Festival /National Holidays and during weekly off. Such Associates can avail a Compensatory Leave on any other subsequent working day within 12 months duration, subject to a maximum carry-forward of 10 days of Compensatory Leave, after the end of the Calendar Year.

# 2. Scope and Eligibility

1. Applicable for all the Associates at Level 2, Level 3, Level 4.
2. Compensatory Leave Policy is applicable only for Valtech India Systems Pvt. Ltd. operations in India and can be availed only in India.
3. This policy is applicable for Associates mentioned in SL #1 even when they work (a) at a Client location within India and (b) while onsite on a Short term visa.

NOTE: For Associates working at a Client Location, their Holiday Calendar would be solely based on the Holiday Calendar of the Client organization, and Compensatory Leaves would also be based on the same {eg: In case an Associate deputed at a Client Location in USA, works full day on 4th July (USA holiday - American Independence day), he would be eligible for one Compensatory Leave, which he can avail after his return to India. However, if he works at the USA client location, on a day which is a Festival Holiday at Valtech India, but is a normal working day at the USA Client organization, the said Associate will not be eligible for any Compensatory Leave}.

4. Associates who are on 'Bench' would be eligible for Compensatory Leave, based on the discretion of the Resource Manager, based on the merits of each case.
5. Trainees, Consultants and Sub-Contract Associates are not eligible for Compensatory Leave.
6. Associates undertaking business related travel on weekends / Festival /National Holidays / Weekly Off days would not be eligible for any Compensatory Leave. Associates undertaking business related travel on working days can apply for the said day(s) as 'On-Duty'.
7. Compensatory Leave is granted for a minimum of Half-a-day, for which an Associates has to put in a minimum of Four Hours of work (more details below).

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# 3. Compensatory Leave – Guidelines:

- a) Compensatory Leave is granted ONLY on 'Earned Basis'. In other words Compensatory Leave cannot be 'Booked' and availed in advance. For e.g. If an Associate is required to work on a Saturday which is weekly off, he/she cannot take an advance Compensatory Leave prior to Saturday. Such instance will be compulsorily treated as Earned Leave. For being eligible for a Compensatory Leave, the Associate who has worked on a Festival /National Holiday or during weekly-off, should have necessarily clocked minimum 08 hours of work, on the worked day, to claim One-Full-Day of Compensatory Leave. Clocking between 04 to 08 hours of work on the worked day, would make the Associate eligible to claim Half-a-Day Compensatory Leave. If the Associate clocks less than 04 hours of work on the worked day, s/he would not be eligible to claim any Compensatory Leave.
- b) The holidays or weekends on which the associate works, must be recorded by the associate in 'PeopleStrong' HRMS Application and approved by the Reporting Manager. This recorded Compensatory Leave must be availed within a span of 12 months, i.e., from the time an Associate has worked on the Weekend/National/Festival holiday. Compensatory Leave cannot be accumulated for more than 12 Months period. In other words, un-availed Compensatory Leave will be lapsed at the end of the 12th month.
- c) IMPORTANT: Un-availed Compensatory Leave can be carried forward to the subsequent Calendar year, limited to a Maximum of 10 days. Any Compensatory Leave Balance over and above 10 days will lapse, at the end of the Calendar year (i.e. 31st December of each year). This guideline would supersede other guidelines related to Compensatory Leave.**
- d) Compensatory Leave cannot be encashed and will not be considered as a part of Earned Leave.
- e) It is imperative to note that, all those Associates who intend to avail Compensatory Leave need to apply for Compensatory Leave before availing the same / going on Compensatory Leave. In the event if an associate goes on emergency leave, and is not able to apply for Compensatory Leave before hand, they need to inform the same to reporting manager.
- f) However, once they report back to work, they should compulsorily apply for the Compensatory Leave, if he/she is eligible for it. In the event, if an Associate doesn't apply as Compensatory leave immediately after reporting back to work, such leave is automatically considered as 'Earned Leave' or 'Absent', as applicable.



## 4. Compensatory Leave – Process

Please note, the Compensatory Leave process has two parts to it:

- (a) Applying for Compensatory Leave Grant (i.e. Applying for credit of the Compensatory Leave day(s) into the Compensatory Leave account of the Associate)
- (b) Applying for and Actually Availing the Compensatory Leave day(s).

The Steps are as follows:

Whenever an Associate works on holiday/weekly off day, he needs to update the same in PeopleStrong HRMS.

Once the Reporting Manager approves the request, the same will be granted to the leave account of the Associate as Compensatory Leave.

An Associate in order to avail Compensatory Leave must apply through the 'PeopleStrong' HRMS application. They need to choose the option 'Compensatory Leave'

After submitting application to the Reporting Manager for compensatory leave, the Reporting Manager can either approve or reject the compensatory leave request. In the event if such application is rejected when applied, it would still remain in the credit of the Compensatory Leave Balance of the Associate.

## 5. Exception

Any exception to this policy will require approval of the MD.

## 6. Contact

For any clarification pertaining to this policy, please contact P&C Team.

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