



# **TCS India Policy - Night Shift**

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**VERSION 10.0**

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## Document Release Notice

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### ***Applicability***

This policy is applicable to all Full Time Employees and ACE Interns of TCS India who are working in India locations.

This policy is not applicable to Contract Consultants and Academic Interns.

**Note:** *Employees allocated to BPS projects will be governed by the TCS India (BPS) Policy - Night Shift defined for the BPS revenue stream.*

### ***Purpose***

Employees may need to work in Night Shifts for projects that require 24 X 7 production support or where there is a time difference between the client location and delivery location.

The purpose of the policy is to provide employees who work in the Night Shift with basic facilities which will enable them to do their work comfortably and efficiently.

### ***Provisions***

1. 'Night Shift' for the purpose of this policy is working hours between 9:00 PM and 7:00 AM IST.
2. The Night Shift policy is applicable to employees who are required to work in Night Shifts on the basis of a client request. This includes employees from Corporate Functions such as IS, Finance, HR and Administration who are required to work in Night Shifts to provide the necessary support to projects.
3. Employees should work for a minimum of 4.5 hours or more between 9.00 PM to 7.00 AM IST to be eligible for Night Shift Allowance.

**Note:** *Night Shift should not be confused with Extended Working Hours.*

- i. If on a particular day an employee rostered for a day shift works extended hours and these hours extend into Night Shift timings, the employee will be eligible for benefits only as per Extended Working Hours and not Night Shift Allowance (unless the total hours worked in Night Shift timings is  $\geq 4.5$  hours and the employee has been rostered by the Project Approver).*

**Refer TCS India Policy - Extended Working Hours.**

- ii. An employee should not claim entitlements for Extended Working Hours, for the day(s) where Night Shift Allowance has been paid.*
4. Employees who work in the Night Shift are entitled to the following:
    - a. Night Shift Allowance**
      - An allowance of Rs. 360/- per Night Shift (this is over and above the employee's monthly salary).

- The Night Shift Allowance is taxable as per the Income Tax laws and tax liability will be borne by the employee.

**b. Conveyance**

For the purpose of conveyance, night timings have been defined for each location, in keeping with the region specific safety requirements.

- In case the shift timings overlap with (i.e. start / end / fall within) the night timings as defined for the location then company arranged and paid transport will be provided. For details on branch specific night timings employees may refer [TCS India Guidelines – Location wise Night Timings](#) or may contact Location HR / Location Admin. Refer [TCS India Policy - Company Transport](#) for more details.
- Employees working outside the night timings (defined for the location) are entitled to claim:
  - i. Reimbursement of local conveyance on actuals in case they use public transport. Refer [TCS India Policy - Local Conveyance](#).

OR

- ii. Reimbursement up to a limit of Rs. 100 per shift, in case of use of own vehicle.
- c.** To ensure safety of women associates during night transit certain security provisions will be adhered to. [Refer to Appendix A for Safety of Women Associates during Night transit.](#)
5. The Project Approver identifies employees from within the project who are required to work in the Night Shift based on project requirements. Employees should be rostered for Night Shift in the Shift Management & Rostering application by the Project Leader (PL) to be paid Night Shift Allowance.
  6. Night Shift Allowance is strictly for cases which are pre-approved by the Project Approver on the basis of a client request.
  7. All Night Shift entitlements are recovered from the client either through an additional rate or reimbursement of expenses, and Project Approver should seek relevant pre-approval from the business unit and / or client as required.
  8. The Project Leader should keep a track of the cost of Night Shift allowance claimed paid out on the project.

**Terms and Conditions**

1. All payments are made in INR only.
2. All expenses in this policy are booked against the respective Project (S)WON.
3. To ensure compliance with Goods and Service Tax (GST) norms, certain mandatory requirements will need to be provided at the time of submission of claim requests. These may include confirmation on availability of Vendor GST registration number and the details of such number where it exists; details

on whether the claim pertains to goods or services; details of invoice and so on. Employees are expected to cooperate with the same.

4. Employees who work in Night Shift at client sites will be governed by the policy of that Client. In the absence of a similar policy at the client site, the TCS policy will apply.
6. It is mandatory for all employees to fill in their time sheets irrespective of the shift timings.
7. TCS reserves the right to review and recover through the subsequent month payroll, any excess pay out towards Night Shift Allowance which may occur due to incorrect rostering.
8. TCS reserves the right to change or discontinue any/all provision(s) of this policy including but not limited to the entitlement, and procedure; at any point of time.

### **Procedure**

#### **1. Night Shift Allowance**

- i. The PL rosters employees in the 'Shift Management & Rostering' application clearly indicating the shift timings. PL / Group Leaders (GL) and equivalent roles including the back-up PL (defined in Nextgen IPMS) can do the Rostering.
- ii. The 'Shift Management & Rostering' application passes the number of Night Shift days to the payroll system where the Night Shift Allowance amount is computed and paid out.
- iii. The payment is made through the monthly payroll cycle along with the salary, post tax deduction
- iv. PLs are responsible to ensure that the rostering of associates in the 'Shift Management & Rostering' application is maintained accurately and any deviations including leave, associates leaving early, etc. are recorded in the system within given timelines.
- v. If approved Leave records are available in G-ESS the same will be adjusted during calculation of days worked in Night Shifts.

### **Important Timelines**

- a. PLs must complete the rostering for the month by the 20<sup>th</sup> of a month.
- b. PLs may make changes (cancelling or adding night shifts) till the 5<sup>th</sup> of the subsequent month. After that the data will be frozen and no backdated adjustments will be possible.
- c. For Night Shifts worked in a particular month and rostered by the 20<sup>th</sup> of the month, the payment for allowance will be made in that month itself.
- d. Adjustments in payments for a month, will be made in the subsequent month's payroll if the rostering data is modified by the 5<sup>th</sup> of the subsequent month.
- e. Night Shift Allowance payments for employees proceeding on a long term international assignment will be processed in the next payroll of the country the associate is posted to.

**Example:** Rostering data for May 2018 will be sent to payroll on 20<sup>th</sup> May2018. Based on this payment will be made in May payroll for period 1-31 May2018 only. PLs may make changes in the May rostering calendar till 5<sup>th</sup> June 2018. Adjustments in payments against these changes will be made in the June 2018 payroll.

**Note:** Some of the timelines mentioned above may differ based on payroll freeze dates.

## **2. Conveyance**

- i. Employees can raise a request for reimbursement through: **Ultimatix → Employee Services → Employee Self Service → Global ESS → Claims and Advances → Apply Claim → Other Claim.**
- ii. The request is sent for approval to the Project Approver along with the supporting documents, if any, as proof of expense.
- iii. Post Project approval and verification, Employee Claim Reimbursement Team makes the payment in the employee's bank account.

**Note:**

- i. For all claim requests which mandatorily require submission of proof of expense, self-attested scanned proofs must be submitted in GESS, irrespective of the amount being claimed.
- ii. The claim will be processed based on scanned copies of bills/receipts uploaded in GESS along with the claim request. However employees are expected to retain the original documentary evidence/valid bills of expenses incurred, for re-submission in future, if required.

## Appendix A

### Safety of Women Associates during Night transit

The following guidelines should be referred to for the safety of women associates during night transport:

- The location Admin team should schedule pickups/drops such that a woman associate is not picked up first or dropped last.
- Under exceptional situations, when a woman associate has to be picked up first or dropped last, there should always be a security guard / escort accompanying the woman associate. While choosing the guard, Admin has to ensure that Guard's credentials are verified and being displayed. There should be periodic and random checks to ensure that there are zero violations.
- Women associates should be routinely reminded about the following points:
  - Store the numbers of the local police and key emergency contacts on mobile phones. Also, assign speed dial facility to important numbers.
  - Maintain enough balance in the mobile phone, to make emergency calls.
  - Avoid entering an unknown vehicle.
  - Confirm the driver's identity and authenticity before entering a vehicle. During pick up at night shifts, it is advisable for the women associates to call the Admin Helpdesk and verify the Registration Number of the vehicle along with the driver and security escort's name, in case they are the first pick up, or availing a vehicle where there is no TCS associate already seated, or there is an occupant, whose identity cannot be verified.
  - Notify family members about the vehicle number, type, route and expected time of arrival. This information should be conveyed in an overt manner, so that the driver / passengers know that these details have been conveyed to the family members.
  - Avoid sitting on front seats and sit in the rear seat after ensuring that the child lock is not on since this may prevent you from getting out of the vehicle.
  - Do not discuss personal matters or any plan of action in the vehicle.
  - Remain alert and do not wear expensive jewellery.

## Revision List

Revision No.	Policy Effective Date	Document Release/ Revision Date	Revision Description	Section No.	Rationale for Change	Change Type (add/modify/delete)	Policy / Process/ Document revision
10.0	01 Nov 2018	27 Nov 2018	Applicability Revised	Applicability & Procedure sections	Policy Review	Delete	Document Revision
9.0	01 Aug 2018	30 July 2018	Claim requests will be processed based on scanned copies of valid bills/receipts	Procedure	Change in GESS Claims process	Modify	Policy Revision
8.0	01 July 2017	30 June 2017	Updated clause related to Goods and Services Tax (GST)	Terms & Conditions	Statutory Compliance	Add	Policy Revision
7.0	21 Dec 2015	29 March 2017	Updated Applicability to include ACE associates	Applicability	Enhanced Benefit	Modify	Policy Revision
6.0	20 Feb 2016	27 May 2016	Updated Ultimatix path	Procedure	Change in Global ESS path	Modify	Document Revision
6.0	20 Feb 2016	27 May 2016	Revised procedure for submission of supporting documents.	Procedure	Change in GESS Claims process	Modify	Document Revision
5.0	01 Apr 2014	31 Mar 2014	Documented roll out of Rostering application	Purpose , Terms and Conditions, Procedure	In line with digitization of Rostering application	Modify	Process Revision



5.0	01 Apr 2014	31 Mar 2014	Change in procedure for payment of Night shift allowance through Shift Management & Rostering payroll	Procedure	In line with digitization changes	Modify	Process Revision
5.0	01 Apr 09	31 Mar 2014	Removed Introduction and added relevant text under Purpose.	Introduction	Simplification of document	Delete	Document revision
4.0	01 Apr 09	15 Mar 2013	Changed the Title from 'Night Shift Policy' to 'TCS India Policy – Night Shift'	Title	As per standard naming convention	Modify	Document revision
4.0	01 Apr 13	15 Mar 2013	Added a provision on conveyance during night shift overlapping with night timings	Conveyance	To ensure safety of associates during night timings	Added	Policy revision
4.0	01 Apr 13	15 Mar 2013	Added that In the absence of a similar policy at the client site, the TCS policy will apply.	Terms & Conditions	To ensure employees working in client locations get Night Shift entitlement	Added	Policy revision
4.0	01 Apr 13	15 Mar 2013	Updated Ultimatrix path for raising reimbursement requests for conveyance and Allowance	Procedure	Digitization in GESS	Modify	Document revision

4.0	01 Apr 13	15 Mar 2013	Added guidelines on safety of women associates during night transit	Appendix A	To ensure safety of women associates during night transit	Add	Policy revision
3	01 Apr 09		Amendment to the eligibility clause.	Eligibility	Amendment required to the eligibility criteria	Modify	
3	01 Apr 09		Change in procedure to incorporate the process of payment to the Business Associates	Procedure > Payment Processing	Same as above	Add	
2	01 Apr 09		<p>Added clause to specify minimum hours required to claim night shift allowance as follows:</p> <p>'Employees who work for a minimum of 4.5 hours or more between 9.00 pm to 7.00 am IST are entitled to claim Night Shift Allowance.'</p> <p>Added a note to</p>	Provisions	To provide more clarity on the policy	Add	

2	01 April 09		<p>The Project Approver is responsible to ensure that all the Night Shift Allowance requests are approved on time.</p> <p>At the end of every financial quarter, all the requests which are unapproved for <math>\geq 3</math> months will lapse.</p>	Procedure > Approval of request	To ensure timely approval of Night Shift Allowance requests	Add	
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