Leave Rules and Holidays

Scope & Coverage

This policy guideline covers all employees who are currently employed in India including back office support staff and those on short visits abroad.

The term Company refers to all business units of R Systems International Limited in India.

Period of Operation:

This policy guideline shall come into force from 1st July 2007 and shall continue thereafter unless replaced by any revisions made, as and when found appropriate, by the Company.

These policy guidelines supersede all earlier Leave Policy guidelines

Type of Leaves:

Broadly, there are three types of leave that all employees of RSIL are entitled to avail:

- **Earned Leave (EL)**

- **General Leave (GL)**

- **Maternity Leave (ML)**

While all the contingencies cannot be planned, an employee should plan the ones for which he/she is taking leave so that the company can make adequate arrangements to cater for his/her absence.

Procedure for availing leaves:

- Using automated HR tool (Empower), an employee should apply Leave which should be approved by both Reporting Manager/Project Manager, as applicable, and submitted to HR Department. If the number of days leave applied for is more than 15, the same should be got approved by Head of the Department as well.

- Employees are required to get the leave sanctioned at least 1 day in advance in case of GL and 15 days in case of EL from the Reporting Manager. In case of sudden sickness or any other unforeseen circumstance, employees are expected to inform their reporting manager/HRD over the phone/email at the earliest possible.

- The HR/Admin Department will maintain Leave Record in respect of all the employees.

3.2.1 Earned Leave (EL)

❖ All employees are entitled 21 days EL per calendar year which is calculated on a pro-rata basis, i.e. 1.75 days for each completed month of service.

❖ As far as possible, employees should plan their EL during No-Project period or during lean periods of a project.

❖ The Earned Leave can be accumulated up to a maximum of 30 days & excess over 30 days shall lapse. However, a maximum of 15 days (ie, @ 1.25 days pm) will only be allowed accumulation the end of each leave period which runs from Jan 1 to December 31. Any leave exceeding 15 days, if unused till the end of each year, will lapse, automatically.

❖ At the time of separation, the balance EL, if any, shall be en-cashable and will be computed on the basic salary of the employee. No leave shall be adjusted against the Period of Notice at the time of separation.

❖ In cases of Inter Unit transfer, the balance of EL & GL shall be credited into his leave account of the transferred location.

❖ The EL can be combined with a General Leave (GL) either at the beginning or at the end of each EL.

3.2.2 EL Encashment

❖ EL will be encashed on current Basic salary of the employee.

❖ All accumulated EL may be encashed only at the time of leaving the services of the Company provided the employee has completed his/her one year of service with the Company.

❖ At the time of mid-year separation, EL will be calculated @ 1.25 EL per month on a pro-rata basis.

3.2.3 General Leave (GL)

❖ All employees are eligible for 12 days GL per calendar year at the rate of 1 GL every month. GLs cannot be encashed. Unavailed GLs will lapse at the end of the year.

3.2.4 Maternity Leave (ML)

All female employees, who have worked for 80 days in the Company in preceding 12 months, are entitled to maternity leave for a period of 12 weeks (84 days) i.e. six weeks prior to the expected date of delivery and six weeks following the delivery day, in accordance with the provisions of the Maternity Benefit Act 1961.

ML is restricted to two times during the entire service length.

Weekends holidays, floating holidays, festival holidays etc falling during a leave period will be debited to an individual's leave balance and not be excluded. This is applicable for EL and GL both.

3.2.6 Annual Holidays

List of annual holidays for each calendar year will be announced by HR Department in December of the previous year.

Annual Holidays will include Republic Day, Independence Day and Gandhi Jayanti among others.

The list of holidays should not have more than 12 holidays in a year out of which at least two should be floating.

S. No.	Holiday	Date	Day Of Week
	List of Holidays - 2020		
1	Republic Day	26-Jan-21	Tuesday
2	Holi	29-Mar-21	Monday
3	Independence Day	15-Aug-21	Sunday
4	Raksha Bandhan	22-AUG-21	Sunday
4	Mahatma Gandhi's Birthday	2-Oct-21	Saturday
5	Dussehra	15-Oct-21	Friday
6	Diwali	4-Nov-21	Thursday
7	Christmas Day	25-Dec-21	Saturday

S. No.	Holiday	Date	Day Of Week
1	Employee Birthday	As Applicable	Employee Birthday
2	Marriage Anniversary	As Applicable	Wedding Anniversary
3	New Year's Day	Friday	1-Jan-21
4	Makar Sankranti	Thursday	14-Jan-21
5	Maha Shivratri	Thursday	11-Mar-21
6	Good Friday	Friday	2-Apr-21
7	Ram Navami	Wednesday	21-Apr-21
8	Idu'l Fitr	Friday	14-May-21
9	Muharram	Thursday	19-Aug-21
10	Janmashtami	Monday	30-Aug-21
11	Ganesh Chaturthi	Friday	10-Sep-21
12	Govardhan Puja	Friday	5-Nov-21
13	Chhath Puja	Wednesday	10-Nov-21
14	Guru Nanak' Birthday	Friday	19-Nov-21

Floating Leaves

Note:

- Business requirement will take precedence over the list of holidays mentioned above.
- Before availing floating holidays, prior info/approval of the reporting managers will be required.
- Floating holidays will be availed as applicable.