

1. LEAVE POLICY

Date of Policy Revision: April 2018

Policy Owner: HR Department

1 LEAVE RULES OBJECTIVE

To have a well-defined and consistent policy for leaves of the Acuminous team. Provision for leave has been provided not so much to fulfil statutory requirements, but so as to provide for a measure of rest and recreation for all the employees.

2 SCOPE

All employees of the Company / Probationers / Confirmed

3 LEAVE YEAR

Leave year will be from January 1st, 2018 to December 31st, 2018.

4 TYPES OF LEAVE

Leave Category

1. ANNUAL LEAVE - Earned Leave (EL) + Casual Leave (CL) + Sick Leave (SL) = 18 days - Annual relaxation, recouping and to fulfil personal, social or religious obligations.
2. Maternity Leave (ML) - 12 Weeks - Married women employees during confinement, as per Maternity Benefit Act.
3. Public Holidays - 10 days. (As declared each year)
4. Paternity Leave (PL) - 2 days - For Male employees on birth of a child (confirmed employees).
5. Compassionate Leave - 1 day - In event of a death of immediate family member only.
6. Leave Without Pay (LWP).
7. Compensatory Offs (CO) - lieu off of full day worked on holidays or on weekends.
8. Late Comings and Early Goings.

4.1 Annual leave (Earned Leave)

- The entitlement of Earned leave (EL) is a maximum of 18 working days in each calendar year (1.5 days each month) which includes leaves taken casually or for sickness. No separate provision for sick leave or for casual leave is envisaged under this policy so as to give maximum flexibility to the employee.
- Earned Leave shall be credited in advance to an employee's leave account on 1st day of every month. The quantum of Earned leave so credited would be to the extent the employees are expected to earn during the month commencing from the date on which the leave is credited.
- New joiners who have worked for part of a year will be Eligible on pro-rata basis, post confirmation of services.
- During the probationary period, an employee is not allowed to avail Earned Leave. However, under special circumstances, leave may be given with prior approval and later adjusted against the accrued balance. If leave not taken with prior approval then such leaves shall be considered as "Leave without pay" and probation period will be extended by such no. of days.
- EL should normally be sanctioned in advance by a written or e-mailed request to his / her reporting manager and forwarded it to HR Department.
- In case of emergencies or in instances of sickness the employee should inform the immediate superior within the next working day of his intention to take leave as well as the period for which he will be away. This should be regularized through a sanction upon resumption of duties.
- The EL will be granted on working days basis. The employees will be free to avail leave as per their convenience with prior permission.
- Intervening National / declared / festival holidays / weekends will be counted as part of leave. (For Example, if any employee remains on leave on Friday as well as subsequent Monday then weekend, which falls in between Friday and Monday, shall also be treated as part of leave)
- EL balance can be used to extend Maternity Leave.
- EL may be partly or fully adjusted against notice period at the sole discretion of the company.
- During the notice period, an employee is not allowed to avail Earned Leave. However, under special circumstances, leave may be given with prior approval by the Management and leave taken shall be considered as "Leave without pay" and such no. of days will not be considered while calculating days during notice period.
- At the time of Separation, if leaves availed is more than leave entitled for service rendered then extra EL availed will be adjusted from employee's salary.

4.2 Public Holidays

Public holidays up to a maximum of 10 days in a year are given to employees. These include the mandatory National Holidays of:

- 26th January – Republic Day
- 15th August – Independence Day
- 2nd October – Gandhi Jayanti

A list of public for the subsequent year is drawn up at the end of each year. A full list of available public holidays is appended in Annexure A.

Note : In case any employee is deputed at client location as part of his current project then employee has to follow the public holidays followed by the client for these duration and need to inform HR Dept. in advance.

4.3 Maternity Leaves

Female employees shall be eligible as per the guidelines governing as follows:

- Female employee shall be entitled to maternity benefit if she has actually worked in the organization for a period of not less than 730 (seven hundred thirty) days before proceeding for maternity leave i.e. not exceeding eight weeks immediately preceding the day of delivery and the remaining period immediately following that day.
- Female employees are entitled for a maximum of twenty-six consecutive weeks paid maternity leave out of which not more than eight weeks will be before delivery.
- In case of miscarriage, six weeks of leave immediately following the date of miscarriage would be allowed.
- The application for maternity leave shall give notice to the company of her pending confinement not less than twelve weeks in advance supported by a medical certificate.
- In case of complications directly attributable to maternity, a female employee can request for additional leave of a month which shall be unpaid.
- Female Employee availing maternity leave will not be entitled for proportionate earned leave for the period of their maternity leave i.e. 26 weeks.
- Maternity leave will be limited to two times during the tenure of service.
- Unavailed Maternity leave is not encashable.

4.4 Paternity Leave (PL)

All confirmed Male employees may take two days off (at a stretch) within the first 3 months of the birth of the child.

- Paternity leave will be limited to two times during the tenure of service.
- Leave is planned in advance (tentative dates) and approved by the competent authority to grant leave.
- Unavailed Paternity leave is not encashable.

4.5 Compassionate Leave

- Employee may take one day leave on event of the death of immediate family member (Employee's spouse, employee's parents or children).
- Employee shall be required to notify their reporting Manager & HR Dept. through a formal/informal channel on or before the day of such absence.
- Formal request/ email for leave must be submitted to the HR Dept. with the formal approval from the Reporting Manager on the first day the employee returns to work.

4.6 Leave Without Pay (LWP)

- Leave without pay should normally be discouraged. However, Employee may be granted LWP at the discretion of the management under exceptional circumstances. No salary or perks are payable to an employee during such leave.
- It will be granted only in case of unavailability of any type of leave.

4.7 Compensatory Offs (CO)

- It is provided against working full day on the weekly off or on Holidays. It is an exception and not by rule. It will be provided only for reasons of work when the company asks for, which is completely unavoidable on a weekly off or on a holiday.
- Under no circumstances may an employee be allowed to accumulate more than 2 days compensatory offs in a calendar year for availing at a stretch.
- Compensatory off should be sanctioned in advance by a written or e-mailed request to his / her reporting manager and forwarded it to HR Department.

4.8 Late Comings and Early Goings

- Late comings and early goings will be considered on a case-by-case basis but maximum of 3 occasions in a month and may be considered a half day off. Any late comings and early goings of more than 1.5 hours will be considered a half day leave.
- The Management has the discretion to deduct a half day from the employees' Earned Leaves for late comings and early goings.

5 LEAVE RULES AND PROCEDURE

5.1 General Rules

- All leaves will be sanctioned based on management's discretion and work pressure in the department.
- No Employees will be sanctioned more than 15 days leave for Self Marriage and 3 days leave for any of immediate family Member's Marriage.
- Prior authorization by the superior is essential for taking any kind of leave and informs HR Department. In case of emergency, if prior approval is not possible, telephonic authorization has to be obtained as soon as possible.
- The approval shall be obtained as per the below mentioned timelines:

No of days of Leave	Approval Timelines
For 5 days and more	At least 15 days in advance
For 3 days to 5 days	At least 10 days in advance
For less than 3 days	At least 3 days in advance

- If any Employee avails leave without prior sanction by his /her reporting Manager, he/she will be treated as "Absent" and on "Leave without pay".
- All leave deduction would be made at the rate of gross salary.
- For maternity leave, leave application must be made at least 3 months before the date of delivery duly supported by a certificate to this effect issued by the Registered Medical Practitioner. However, adjustment up to one week may be allowed based on actual date of delivery.
- Half Day Eligibility = Hours equivalent or greater than 5 hours.
- Leaves (half day/Full days) cannot be COMPENSATED/MADE UP FOR by working extra hours on other days.
- **MOST IMPORTANT :** As soon as the paid holidays are finalized and circulated each year, the same should be forwarded via email to our various clients like CDP , docSTAR & others, by the Team Lead / Project Manager marking "Bcc" to Management & HR team. Similarly the Team Lead / Project Manager need follow same process for all planned leaves to be taken by Team members, should be communication in advance to their respective clients for each month.

5.2 Unused Leaves

All unused EL will be Encashed in the month of January each year for the previous calendar year only if:

- The employee has actually worked in the company for a period of not less than one year.
- The employee is not under any probation, suspension or has given notice for leaving the company.

5.2.1 Encashment of Leaves

The encashment formula will be as follows:

$$(\text{Gross salary as on 31}^{\text{st}} \text{ December}) / (\text{Working days in December}) \times (\text{Number of unused leaves})$$

Treatment of Encashment for Other Purpose

- The Gross Salary payable towards encashment of leave will not be reckoned as salary/ wages for the purpose of Bonus, Incentive etc.
- Any tax liability arising out of encashment will have to be borne by the employee only.

5.3 Unauthorized Absent from Duty

If the employee remains absent from work without authorization or reasonable explanation, for more than seven consecutive days, it will be presumed that he/she has no longer interested in working for the company and has **VOLUNTARILY ABANDONED** his/her services and is subject to legal proceedings due to serious breach of employment contract in addition to losing his/her employment. The company will have the right to terminate the employee's contract of service. In such case, they will not be entitled to any statutory compensation.

PLAN YOUR VACATION

The company appreciates the need of work – life balance for all and hence encourages employees to schedule their vacation for the following calendar year by November/December of the preceding financial year. The Employee should notify his superior the months in which he/she desires to go on vacation in the next calendar year and could indicate two choices. Subject to work requirements, it will be the company's endeavor to schedule the vacation in accordance with Employee's request. Scheduling of leave will be based on work requirements and personal preferences. The intention of this provision is not to restrict the freedom of employee to enjoy the holidays but to balance the individual and work requirements in the best possible manner through advance planning.

Annexure A

List of Holidays for the Year 2018

Public Holidays			
S.No	Holiday Name	Date	Day
1	New Year	1st January 2018	Monday
2	Republic Day	26th January 2018	Friday
3	Holi	2nd March 2018	Friday
4	Good Friday	30th March 2018	Friday
5	Independence Day	15th August 2018	Wednesday
6	Muharram	21st September 2018	Friday
7	Gandhi Jayanti	2nd October 2018	Tuesday
8	Diwali	7th November 2018	Wednesday
9	Diwali	8th November 2018	Thursday
10	Christmas Day	25th December 2018	Tuesday

Holidays Falling on Weekends			
S.No	Holiday Name	Date	Day
1	Raksha Bandhan	26th August 2018	Sunday
2	Janmashtami	2nd September 2018	Sunday

S.No.	Version No.	Date of Creation / Revision	Description of Revision	Creation /Revision Done by	Reason for Revision
1	1.0	December 2016	NA	HR	NA
2	1.1	January 2018	List of Holidays for 2018	HR	As the calendar year changed.
3	1.2	March 2018	<ul style="list-style-type: none"> a. Addition of clause of leaves during probation / notice period (Point no. 4.1) b. Procedure for sending leave / holidays details to clients (Point no. 5.1) c. Changes in no of week of leave in case of Maternity leave (Point no. 4.3) 	HR	<p>For better clarification and instruction to employees.</p> <p>Changes in Maternity leave as per Amendments in the respective Act.</p>