

Vacation Policy

Effective Date: 01st April 2013

Vacation time with pay is available to eligible staff members to provide opportunities for rest, relaxation, and personal pursuits. Staff members in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular staff members
- Contract Term Based staff members

The ROSSELL TECHSYS Vacation Plan encourages staff to take time off for rest and relaxation. The intent is to provide the opportunity to renew one's self and spend special time with families. It is expected that you use all of your earned vacation each year.

Vacation time is accrued on a yearly basis at the rate of 22 days per calendar year of service. If a staff member has joined at any time within the calendar year, the number of accrued days of vacation shall be calculated on a prorated basis, based on months of service in that calendar year: Staff members are eligible to begin earning vacation as of their date of hire. The total vacation a staff member can earn for the year will be prorated in whole month increments.

Example: For each employee a total of 22 Days vacation days will be credited during a given calendar year on a monthly and quarterly basis. At the beginning of every month 1.5 days vacation will be credited in the employee's Leave / Vacation account. Additionally, 1 day will be credited on the last day of the last month of each Quarter. Making it explicitly clear, in the months of June, September, December and March, on the last day of these four months, 2.5 days leave (1.5 days +1 day) will be credited and in all other months 1.5 days leave will be credited to each employees account.

With prior management approval, vacation may be used before it is earned. However, this is solely based on management discretion and not normally encouraged.

In case Staff members do not use their earned vacation during the calendar year, accumulation of vacation beyond 22 days is permitted. However, total accumulation shall not exceed 45 days at any given point in time.

Vacation time does not accrue during an unpaid leave of absence.

If a staff member is on vacation over a company holiday, the holiday will not be counted as a vacation day.

Once staff members enter an eligible employment classification, they begin to earn paid vacation time according to the schedule.

Paid vacation time can be used in minimum increments of 1 day. Taking vacation requires prior management approval. Requests will be reviewed based on a number of factors including business needs and staffing requirements.

It is expected that staff members plan their vacation, by submitting their vacation plan at-least a month in advance. Staff members can avail of vacation to a maximum of thrice in a year, subject to

availability of accrued vacation time.

In the event a staff member resigns and is serving notice period, accrued vacation time cannot be adjusted against such notice period.

Vacation time does not apply to Project Trainees and Interns. However, based on individual requests, ROSSELL TECHSYS may grant vacation to such individuals at its own discretion.

Company Holidays

Effective Date: 01st April 2013

The ROSSELL TECHSYS Holiday Plan provides twelve holidays each year comprised of official company holidays and Personal Choice Holidays. Staff members in the following employment classification(s) are eligible for the benefits described in this policy:

- Regular Staff members
- Contract Term Based Staff
- Apprentice engineers
- Project trainees / Interns

ROSSELL TECHSYS will grant Holidays to the above staff members on the recognized holidays listed below:

- New Year's Day
 - Republic day (public holiday)
 - Labor Day/ May Day (public holiday)
 - Independence day (public holiday)
 - Gandhi Jayanthi (public holiday)
 - Karnataka Rajyotsava (public holiday)
 - Eight (6) other holidays as specified by the ROSSELL TECHSYS management on a calendar basis.
- Of these 2 will be personal choice holidays (optional)

In case a public holiday falls on a Saturday or a Sunday, it shall be compensated for by announcing additional holidays for that calendar year.

There shall be no personal holidays or optional holidays

Maternity and Paternity leave

Effective: 01st April 2013

For female staff members, ROSSELL TECHSYS provides maternity leave up to 90 days, paid at basic rates of compensation only. In addition, unpaid maternity leave of up to an additional 90 days is permissible, with prior approval of the ROSSELL TECHSYS Management. Unpaid maternity leave is at the sole and absolute discretion of the ROSSELL TECHSYS management. In addition, for male staff members, 5 days, fully paid leave is permissible during the time of spouse's delivery and thereafter, to enable the staff member to be available with his spouse.

Eligible staff member classification(s):

- Regular staff members

Sick Days

Effective Date: 01st April 2013

ROSSELL TECHSYS provides paid sick leave benefits to all eligible staff members for periods of temporary absence due to illnesses or injuries, over and above the vacation time and provided that there is no accrued vacation available for the staff member. If the sickness is for a period greater than 2 days at a stretch, staff members will have to be proving illness. ROSSELL TECHSYS Staff members, who call in sick too often, may have to undergo medical tests to certify fitness. ROSSELL TECHSYS reserves the right to extend or deny sick leave based on the merits of the case.

Eligible staff member classification(s):

- Regular staff members
- Contract Term Based staff members
- Project Trainees / Interns

Abuse of this policy will terminate the privilege and may result in disciplinary action up to, and including, termination.

Staff members who are unable to report to work due to illness or injury should notify their manager before the scheduled start of their workday. The manager must also be contacted on each additional day of absence. If a staff member is absent for two or more consecutive days due to illness or injury, a physician's statement will be required verifying the absence and its beginning and expected ending dates. The Human Resources Manager may also get in touch with the concerned physician to determine illness and condition of staff member. Such verification may be requested for a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of two calendar days or more, a staff member will be required to provide a physician's verification that he or she may safely return to work.

Bereavement Time Off

Effective Date: 01st April 2013

Staff members who wish to take time off due to the death of an immediate family member should notify their manager immediately. Up to two days of paid bereavement leave will be provided to eligible staff members.

Eligible staff member classification(s):

- Regular staff members
- Contract Term based staff members
- Apprentice Engineers / Project Trainees / Interns

Staff members may, with their manager's approval, use any available accrued vacation for additional

time off as necessary.

ROSSELL TECHSYS defines "immediate family" as the staff member's spouse, child, parents. Staff members are required to define who their immediate family members are at the time of joining ROSSELL TECHSYS.

Special Time off

Effective Date: 01st April 2013

Staff members, who wish to take time off due to any of the following reasons, may do so, with prior approval of their immediate superior. Approval of this time off, will be at the sole discretion of the manager in charge.

- Election duty / blood donation camps / authorized social work / participation in official sports events / etc, if applicable.
- Any other events determined as genuine by the immediate manager

Eligible staff member classification(s):

- Regular Staff members
- Contract Term Based staff members
- Apprentice Engineers / Project Trainees / Interns

Special time off's and their duration will need to be planned well in advance.