

PUBLIC HOLIDAY WORKING POLICY - INDIA

HR-PO803, I Ver. No.1.5

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1. PURPOSE

The document outlines the provisions relating to working on TechM published public holidays.

2. ACRONYMS

Term/ Acronym	Explanation
RM	Reporting Manager / Supervisor
IT	Information Technology

3. SCOPE

The provisions of this policy are applicable to all associates in India including associates deputed to India, who for business purposes, may be required to work on published public holidays (excluding optional holiday).

Benefits mentioned in this policy do not apply for any interns during their assignment/internship period.

Associates need to maintain the minimum working hours as defined in the Business Hours and Working Policy.

This policy is only applicable to IT Associates and does not cover:

- Working on weekends.
- Associates on business travel to India

4. PUBLIC HOLIDAY WORKING ALLOWANCE

The Company observes 10 public holidays in a calendar year typically comprising of fixed and location specific holidays. Fixed holidays would be uniform across all locations within India. Among these company observes 3 national holidays every year: 26th January, 15th August & 2nd October.

Associates required to report to work on published public holidays (only if it is pre-approved), per the applicable statute associate will be eligible for time-off/ payment/ /both.

Time-off accrued in lieu of hours worked on National/ published public holidays cannot be encashed or carried forward to the next calendar year.

5. GUIDELINES

- The payment will be approved, subject to working on the national holiday being necessitated by a project/ department requirement and requested by the RM.
- State wise guidelines are as outlined below:

STATE	FOR WORKING ON NATIONAL HOLIDAY	FOR WORKING ON STATE SPECIFIC HOLIDAY
Tamil Nadu	Comp off	Comp off
Orissa	Comp off	Comp off
West Bengal	Double pay only	Double pay only
Andhra Pradesh/Telangana	Comp off	Comp off
Maharashtra	Double pay and Comp off	Double pay only

UP	Double pay only	Double pay only
Haryana	Double pay only	Double pay only
Gujarat	Double pay only	Double pay only
Delhi/NCR	Comp off	Double pay only
Karnataka	Comp off	Comp off
Chandigarh	Double pay only	Double pay only

- In addition to the statutory guidelines:
 - Associates up to band P1, will be eligible for the allowances defined below subject to efforts being entered in the time sheet and approved by the RM on/before 9th of subsequent month. The time sheet entry will be reconciled against the swipe in- swipe out record of the associate.
 - Associates in 24x7 support projects
 - Up to U3 – Rs.750/- per day
 - U4 – Rs.1000/- per day
 - P1 – Rs.1250/- per day
- Associates up to band P1, observing regular working hours (not working in shifts) will be eligible for Rs.200.
- Above allowance will not be applicable for locations where associates are entitled to additional pay per statutory guidelines.
- Entitlements will be pro-rated depending on the number of hours worked and approved.
- Payout will not be processed in the absence of either an approved time sheet entry or swipe in swipe out records or both
- Associates working in shifts would be entitled to the higher of holiday allowance or shift allowance. In the instance of 24x7 this translates to holiday allowance alone.
- Deviations from the terms in this policy will not be approved.

6. WHAT/WHEN/HOW

Who	What / When / How
Associate	<ul style="list-style-type: none"> • Fill the timesheets regularly & update published public holiday working hours
Reporting Manager	<ul style="list-style-type: none"> • Maintain a record of public holiday working. • Validate and approve the timesheet record raised by the Associate
HUB	<ul style="list-style-type: none"> • Advise pay-out/credit time-off/both, as applicable, to the eligible associate • Validate time sheet entry and swipe in swipe out data

7. DOCUMENT HISTORY

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
I1.0	24-Sept -2013	Process Owner	Function Owner	Function Head (Benefits)	First Issue
I1.1	24-Feb -2016	Process Owner	Function Owner	Function Head (Benefits)	Extended the holiday working entitlement to associates working on TechM published public holidays
1.2	15-Jun-16	Process Owner	Function Owner	Function Head (Benefits)	Updated Scope
1.3	01-Sept-16	Process Owner	Function Owner	Function Head (Benefits)	Updated Public Holiday Working Clause
1.4	02-March- 17	Process Owner	Function Owner	Function Head (Benefits)	Updated Scope (Section 3)
1.5	22-June-17	Process Owner	Function Owner	Function Head (Benefits)	Updated Guidelines (Section 5)