



SHIFT, ON-CALL, WEEKLY OFF/ HOLIDAY WORK ALLOWANCE POLICY

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DOCUMENT CONTROL

DOCUMENT NAME	Shift & On-Call Allowance Policy
ABSTRACT	This document details the Shift & On-Call & Holiday /Week off Allowance Policy
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AUTHORISATION

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SECURITY CLASSIFICATION: Company Confidential**DISTRIBUTION LIST**

Master HRD Department

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VERSION HISTORY

VERSION	DATE	PREPARED BY	CHANGES & REASONS FOR CHANGE
Draft 1.0	06/01/2020	Lavanya V	Final Draft
Issue 1.0	01/02/2020	Lavanya V	Initial Issue
Issue 2.0	03/08/2020	Lavanya V	On-Call Allowance addition + Rebranding & Logo change
Issue 3.0	02/09/2021	Radha Krishna	Holiday work allowance update
Issue 4.0	20/12/2021	Radha Krishna	Holiday / weekend work Allowance Approval
Issue 5.0	28/04/2022	Radha Krishna	Modification on Holiday / weekend allowance
Issue 6.0	18/06/2022	Radha Krishna	Changes in applicability and process for Holiday / Weekend allowance.
Issue 7.0	01/03 2023	Radha Krishna	Separation of Japan Shift allowance
Issue 8.0	05/06/2023	Radha Krishna	Update on weekend work approval framework
Issue 9.0	03/11/2023	Neety Tirbooman	Update on shift timings

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1. PURPOSE & OBJECTIVE

The purpose of this document is to familiarise all the employees of the Company with the rules and regulations governing shift allowances and on-call allowances. The Company has voluntarily adopted this policy. It has the sole authority to make suitable deviations to the general provisions specified in this policy and can amend or withdraw this policy at any time with or without prior notice.

2. SCOPE AND COVERAGE

The provisions of this policy will govern all employees, unless specified otherwise when working in a shift OR when called upon for resolving a P1/ P2 issue impacting customer.

3. SHIFT ALLOWANCE

Shift Allowance when an employee is designated to work in a shift other than the general shift.

Shift Name	Shift Timings	Title Applicable	Shift Allowance Amount - Mauritius
Shift A - Japan	05:30 am to 02:30 pm MUR	Upto & including Senior Consultant	MUR 200 per day
		Lead Consultant & Above	MUR 225 per day
Shift B - UK	11:00 pm to 08:00 pm MUR	Upto & including Senior Consultant	MUR 300 per day
		Lead Consultant & Above	MUR 350 per day
Shift C - US	08:00 pm to 05:00 am MUR	Upto & including Senior Consultant	MUR 300 per day
		Lead Consultant & Above	MUR 350 per day
Shift D - Fiji	00:30 am to 08.30 am MUR	Upto & including Senior Consultant	MUR 300 per day
		Lead Consultant & Above	MUR 350 per day

- 3.1 The shift allowance will be paid along with the monthly salary, as applicable in the following month payroll.
- 3.2 The monthly cycle to compute shift allowance will be from the 1st of current month to 30/31st of the current month.
- 3.3 Calculations of shift allowance is done on the basis of the approved time sheets and assigned shifts.
- 3.4 If the employee has worked for 8 hours as per client location time, the employee will be paid a shift allowance according to the Shift Category.
- 3.5 Where an employee is employed on shift work, he shall be paid an allowance of 15 per cent of his basic wage in addition to his normal day's wage for work performed during night shift, provided that he has worked above 5 hours as from 6pm.

4. HOLIDAY / WEEKLY OFF ALLOWANCE APPLICABILITY

Holiday / Weekly off work allowance is applicable for all employees who are assigned specific tasks on actual project work during the Holiday or Weekly Off day. This policy is applicable for: Trainee till Principal Consultant, Architect till Principal Architect, PM/SDM till AVP Delivery. VP/ Sr. Principal Architect and above leadership roles alone are excluded from applicability for this allowance.

5. HOLIDAY / WEEKLY OFF WORK ALLOWANCE

- 5.1 (a) If an employee has worked on a designated holiday during normal working hours, he/she will be paid at not less than twice the rate at which the work is remunerated when performed during the normal hours on a week day;
- (b) During a designated holiday, after normal working hours, the employee will be paid at not less than 3 times the rate at which the work is remunerated when performed during the normal hours on a week day.
- (c) Where an employee works on a week day for more than the normal working hours, the employee will be remunerated in respect of each extra hour at not less than one and a half times the rate at which the work is remunerated when performed during the normal hours.

6. HOLIDAY / WEEKLY OFF ALLOWANCE APPROVAL PROCESS

- 6.1 Holiday / Weekly Off work requirement if any is to be pre-approved by the Project Manager / SDM
- 6.2 The Holiday/Weekly Off allowance will be paid along with the monthly salary after deducting taxes, as applicable in the following month payroll.

7. ON CALL ALLOWANCE

An employee is scheduled for on-call roaster - an employee is asked to work beyond scheduled hours during a weekday OR on a weekend OR holiday to resolve Customer issues (P1/ P2).

Mauritius	
Upto & including SeniorConsultant	MUR 200 per shift
Lead Consultant & Above	MUR 200 per shift

- 7.1 On-call allowance will be paid along with the monthly salary as applicable.
- 7.2 The monthly cycle to compute on-call allowance will be from the 1st of current month to 30/31st of the current month and prorated, as required.
- 7.3 Calculations of on-call allowance is done on the basis of the approval from PM/SDM
- 7.4 The On Call allowance will be paid along with the monthly salary, as applicable sin the following month payroll.