



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

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**DOCUMENT CONTROL**

|                           |  |
|---------------------------|--|
| <b>DOCUMENT NAME</b>      | Shift & On-Call Allowance Policy   |
| <b>ABSTRACT</b>           | This document details the Shift & On-Call & Holiday /Week off Allowance Policy |
| <b>DOCUMENT REFERENCE</b> | HRD017   |

**AUTHORISATION**

|                      |                      |                        |
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**VERSION HISTORY**

| <b>VERSION</b> | <b>DATE</b> | <b>PREPARED BY</b> | <b>CHANGES &amp; REASONS FOR CHANGE</b>                               |
|----------------|-------------|--------------------|---|
| 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      | 27/10/2023  | Abha Pant          | Update on shift timings   |
| Issue 10.0     | 27/08/2024  | Himani Khera       | Update on Shift Allowances premium and Title applicability.           |
| Issue 11.0     | 01/03/2025  | Himani Khera       | Scope & Coverage linked to Return to office                           |

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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. This is based on work from office component as verified by attendance biometric data.

## 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 - India |
|-----------------|--------------------------|-----------------------------|--------------------------------|
| Shift A - Japan | 07:00 am to 04:00 pm IST | Associate Consultant to AVP | INR 600 per day                |
| Shift B - UK    | 12:30 pm to 09:30 pm IST | Associate Consultant to AVP | INR 550 per day                |
| Shift C - US    | 09:30 pm to 06:30 am IST | Associate Consultant to AVP | INR 900 per day                |
| Shift D - Fiji  | 02:00 am to 10 am IST    | Associate Consultant to AVP | INR 900 per day                |

- 3.1 The shift allowance will be paid along with the monthly salary after deducting taxes, 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 and above as per the shift, they would be paid full allowance. And if it is more than 4 hours but less than 8 hours, they would be paid half day allowance. If the work is for less than 4 hours, no payment will be done.

#### 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 If an employee has worked on a designated holiday or on a weekly-off day, he/she is eligible for one time his/her gross pay.
- 5.2 If the employee has worked for 8 hours and above as per the shift, they would be paid full allowance. And if it is more than 4 hours but less than 8 hours, they would be paid half day allowance. If the work is for less than 4 hours, no payment will be done.
- 5.3 If the employee also works in a specific shift on the designated holiday – he/she will get one-time gross pay + appropriate shift allowance.

#### 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).

| India                              |                   |
|------------------------------------|-------------------|
| Upto & including Senior Consultant | INR 1500 per week |
| Lead Consultant & Above            | INR 1750 per week |

- 7.1 On-call allowance will be paid along with the monthly salary after deducting taxes, 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 after deducting taxes, as applicable in the following month payroll.