



Revised Leave Policy - 2022

Effective 01 April 2022

PROPRIETARY & CONFIDENTIAL

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REASON FOR CHANGE

Subsequent to our acquisition by Bounteous, it is our endeavour to align our policies as per the recommendations made as part of the integration process.

CURRENT POLICY

20 days of Annual Paid Leave (APL) provided to all full-time associates

NEW POLICY

Leave to be categorized into Earned leave, Casual Leave & Sick (Wellness) Leave (12 Days of each) – applicable to all full-time permanent employees

POLICY EXPLAINED

Our Philosophy is to ensure adequate paid time off to employees and options to avail leave during exigencies and to attend to important personal work.

APPLICABILITY AND GENERAL RULES

Effective 1st April 2022, all full-time permanent employees of the organization are eligible for the following leaves.

- **Types of Leave – (will replace the current APL)**
 1. Casual Leave (new category)
 2. Sick Leave / Wellbeing Leave
 3. Vacation / Earned Leave.
- All associates are eligible for the above-mentioned leave. New joiners will also be eligible for the leaves from their date of joining.
- All leaves mentioned here are for a calendar year (January to December).
- All 3 leave types will be credited on a quarterly basis
- Leaves will be prorated and calculated depending on the date of joining during the month and proportionate number of days will be credited to the employee's account on in the Human Resources Information System (HRIS).
- In calculation of leave entitlement, a fraction of half day or more is treated as full day and less than half day is treated as nil.
- If at the time of resignation, the employee has taken excess leave, the same will be deducted from the final settlement
- All leave requests need to be applied & approved on the HRIS.
- Each quarter, 9 days (3 from each leave type) of leave will be credited to the associate's leave account
- Additionally, 3 days (1 from each leave type) will be credited as Advanced leave to utilize in case the associate has exhausted the actual leave balance

- Advance leave can be taken only if there is insufficient balance leave available.

CASUAL LEAVE

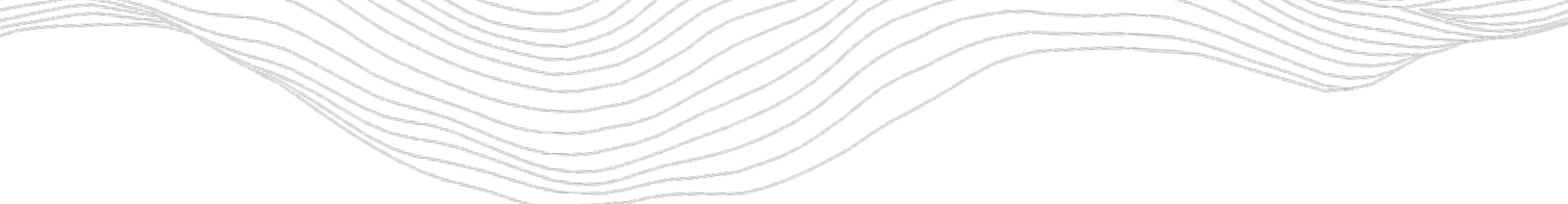
1. The purpose of casual leave is to enable associates to avail of leave for personal and emergency reasons when needed.
2. All full-time permanent employees are eligible for 12 days of Casual Leave in a Calendar year.
3. 3 days of casual Leave for an employee is credited at the beginning of each quarter of the year.
4. Casual Leaves cannot be carried forward and they cannot be encashed.
5. All leaves need to be mandatorily approved by the employee's Manager. Unapproved leave will be considered as Loss of Pay
6. Leave requests must be made by giving reasonable notice to the reporting manager to avoid disruption to work / delivery of business.
7. In calculation of leave entitlement, a fraction of half day or more is treated as full day and less than half day is treated as nil.

SICK LEAVE / WELLBEING LEAVE

1. This leave is being given to the employee with the intention to care for mental & physical well-being of self.
2. All employees are entitled for 12 days of paid sick leave in a year at the discretion of the company.
3. Unused sick leave cannot be carried forward / encashed.
4. In case of illness, an employee is expected to call the reporting manager and inform about the leave at the earliest to provide as much notice as possible for the manager to plan accordingly. Where such leave requests are being made on phone and on non-availability of reporting manager, to process such a request for leave, HR should be informed of the same.

VACATION / EARNED LEAVE

1. All full-time permanent employees are eligible for 12 days of Earned Leave in a year.
2. 3 days of Earned Leave for an employee is credited at the beginning of every quarter of the calendar year (January to December).
3. Up to 45 days of earned leave can be carried forward to next calendar year. Any leave balance above 45 days will automatically lapse.
4. A maximum of 45 days will be eligible for encashment during the full and final settlement. The encashment will be based on gross salary at the time of exit of the employee.
5. All earned leave requests must be planned with prior & sufficient notice given to the reporting manager.

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6. The approval and scheduling of such leave will be subject to approval by the employee's manager in HRIS.
 7. Unauthorized/unsanctioned leave will be treated as "absence" and will be considered as 'Leave without pay'.

Note: Please note that all other leave types (e.g., Compensatory off, Maternity & Paternity leave etc) remain unchanged.