

Voluntary Leave Donation Policy

OBJECTIVE:

To support EPAMers who have exhausted their available earned leaves and are going through a personal or family medical emergency. The said voluntary leave donation program would purely be discretionary to the management and shall be dealt with case-to-case basis.

Under the Voluntary Leave Donation Program (VLDP), an EPAMer may voluntarily donate earned leaves to another EPAMer who has a personal or family medical emergency adhering to the set guidelines.

SCOPE:

All EPAMers in India who have completed a tenure of more than 6 months with the company.

Definitions

Medical Emergency:

A *medical emergency* is a medical condition of either the EPAMer or the EPAMer's family member that is likely to require the EPAMer to be absent from work for a prolonged period and to result in a substantial loss of income because of the EPAMer's lack of available earned leave.

Note: The threshold for "a substantial loss of income" is absence (or expected absence) from work without available earned leave for at least 5 days.

Family Member:

The definition of *family member* in VLDP indicates EPAMer's spouse; parents; parents-in-law and children.

Available earned Leave:

Available earned leave includes an employee's accrued and accumulated leaves under Regular Vacation on vacation.epam.com. It does not include advance leaves.

Note: An EPAMer in India will be entitled to 15 working days leave every calendar year. Leave accruals are initiated on the first day of the month, e.g.: for Jan 2015, leave of 1.25 days will be accrued on 01 Jan 2015, and so on.

Who can be a Leave Recipient?

Any EPAMer in India who has completed a tenure of more than 6 months with the company and who has exhausted all accrued leaves (Earned/Casual/Compensation off) from their existing leave balance can apply as a leave recipient. The EPAMer can apply in writing to WFA Voluntary Leave Donation IN <WFAVoluntaryLeaveDonationIN@epam.com> DL or to their respective HRBP and cc their Reporting manager, explaining the need for additional leave, supported by appropriate medical documents.

Written application should include:

- EPAMer's details
- The reason why additional leave/s is needed, including a brief description of the nature, severity, and anticipated duration of the medical emergency.
- Certificate regarding the medical emergency from physicians or other appropriate experts.

Approval or Disapproval of Application to Become a Leave Recipient

Upon receiving the mail from EPAMer, the Voluntary Leave Donation committee (VLDC) will review the EPAMer's application and notify the EPAMer of the approval or disapproval of the application within a maximum of 03 working days (excluding Saturdays, Sundays, and public holidays) An EPAMer may receive donated leave when he or she becomes an approved leave recipient.

An EPAMer may request for a minimum of 1 and a maximum of 20 leaves only in a calendar year.

Process of Leave Donation

After the Voluntary Leave Donation committee notifies the EPAMer that he or she is an approved leave recipient, the EPAMer may proceed on leave. The Voluntary Leave Donation committee will send a notification to all EPAM India EPAMers to volunteer as Leave Donors along with the number of leaves required.

Leave donors may reach out to the Voluntary Leave Donation committee along with details on the number of leaves they are willing to donate to the leave recipient.

Note: If the number of leaves that can be donated is less than the leaves required, the leave recipient can avail of the donated leaves and apply for Leave without Pay for the remaining leaves. E.g If a leave recipient requires 10 leaves and leave donors are willing to donate only 6 leaves, then the leave recipient may avail of the 6 donated leaves and apply for Leave without Pay for the remaining 4 leaves.

Once the leave donors and the number of leaves to be transferred have been finalized, the HR team will send the details to the support team to transfer the leave balance from the leave donor to the leave recipient. The leave adjustments will be done once the leave recipient is back from leave.

Use of Donated Leave

A leave recipient may use donated leave only for purposes related to the medical emergency for which the leave recipient was approved. A leave recipient must use any accrued leave (Earned/Open Optional/Compensation off/ Advance leaves) before using donated leave.

Voluntary leave donated under the VLDP to a leave recipient may not be:

- Transferred to another leave recipient.
- Included in full and final settlement during separation.

Limitations on Leave Donations

In any calendar year, an EPAMer may donate not more than one-half of the annual leave he or she would accrue (which is 10 leaves per year). Once donated the EPAMer shall not claim any compensation for the leaves nor request for a reversal upon consuming the available leave balance.

Limitations on Leave Application

An EPAMer can avail leaves through donations not more than once in a calendar year.

Termination of the leave

The medical emergency terminates:

- When the leave recipient is on continuous donated leaves for more than 4 weeks.
- When the EPAMer exhausts the donated leaves

HR team shall monitor the status of the medical emergency to ensure that it continues to affect the leave recipient. When the medical emergency terminates, the organization shall not grant further requests for donation of leave to the leave recipient.

Work Flow for Voluntary Leave Donation:



