



HEXAGON

Compensatory Time Off Policy

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1. Introduction

The purpose of this policy is to provide guidelines when an employee is required to work on weekly offs/public holidays to meet business requirements.

2. Scope & Eligibility

An employee may be required to work due to business needs based on the request from the client and Reporting Manager. The compensatory rest time off or compensatory remuneration is applicable to such employees.

All Full-time confirmed employees up to the level of Band 3 are eligible for this policy.

3. Definitions

Compensatory Off (Comp Off) means compensatory time off given to an employee in lieu of working on a weekend (Saturday/Sunday) or on a company-declared holiday.

Compensatory Pay means a fixed amount given to an employee in lieu of working on a weekend (Saturday/Sunday) or on a company-declared holiday.

4. Guidelines

- ❖ An employee is eligible for compensatory time off or compensatory pay when working for a minimum of 6 hours on a weekend or company-declared holiday.
- ❖ The manager will assess the business requirement and conclude on the deployment of team members on holidays and weekends.
- ❖ The employee has the option to choose either 'Comp Off as Leave' or the 'remuneration for the day(s) worked'.
- ❖ Compensatory pay is calculated as INR 3,000/day.
- ❖ If the employee opts for Compensatory leave, he/she can raise a Compensatory leave request in HexConnect for the Weekends/Company-declared holidays worked. The leave balance will be credited to the leave module once the respective Manager approves the request.
- ❖ If an employee chooses compensatory pay, he/she should initiate a request for 'Comp Off Leave Addition' within the Time Off module. Once approved by the respective manager, this will add a balance to the 'Payout Time' section of the time off information. The accrued balance can then be claimed as a one-time payment in HexConnect.
- ❖ Days worked during the month post the salary cut-off date shall be considered for payment in the next salary cycle.
- ❖ The employee must seek prior approval from the Manager to work on weekends or company-declared holidays. The Technical Director / Department Head will be responsible to review and authorize the Comp Off.

5. Procedure

- ❖ Comp Off as leave will be credited automatically after raising a Compensatory leave and approval by the Manager in HexConnect.
- ❖ Comp Off as leave can be claimed based on the account balance in the "Comp off Claim" time type in leave module
- ❖ It may be combined with any type of leave.

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- ❖ The employee should plan to avail of the leave or encash it within 6 months from the date of credit to avoid lapse. There is no auto encashment.
- ❖ Comp Off as pay, After raising the 'Comp Off Leave Addition' request within the Time Off module, approval by the respective manager will result in a balance being added to the 'Payout Time' section of the time off information. Once approved, you can proceed to create a payout request in HexConnect, which can then be claimed as a one-time payment.
- ❖ Compensatory time off, when approved before the 16th of any month, will be disbursed within that same month. If the approval occurs after the 16th, the payout will be scheduled for the following month.

6. Policy Administration & Exceptions

The Human Resources Department shall be responsible and final arbiter for administering this policy.

7. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.1	04-10-2023	Updating the process to credit and availing comp off	Anant Gupta	Nousheen Khan
1.2	06-06-2024	Change in process to avail Comp off as a payout	Anant Gupta	Nousheen Khan