



HEXAGON

Leave Policy

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Contents

1. Introduction	3
2. Scope	3
3. Leave types	3
3.1 Casual Leave	3
3.2 Privilege Leave.....	4
3.3 Public Holidays & Optional Holidays (OH)	4
3.4 Maternity Leave	4
3.5 Medical Termination of Pregnancy (MTP) Leave	5
3.6 Adoption Leave	5
3.7 Paternity Leave	5
3.8 Business Travel Time Off	6
3.9 Compassionate Leave.....	6
3.10 Leave Without Pay	7
4. Procedure	7
5. Policy Administration & Exceptions.....	7
6. Revision History.....	7

1. Introduction

The purpose of this policy is to enable all employees to fulfill their personal and social needs as well as help balance their professional and personal lives.

2. Scope

All Full-Time employee are eligible to avail of any of the following leaves with the approval of the reporting manager

- ❖ Casual Leave (CL)
- ❖ Privilege Leave (PL)
- ❖ Optional Holiday (OH)
- ❖ Maternity Leave (ML)
- ❖ Medical Termination of Pregnancy (MTP) Leave
- ❖ Paternity Leave
- ❖ Adoption Leave
- ❖ Business Travel Time Off
- ❖ Compassionate Leave
- ❖ Leave without Pay

3. Leave types

The section outlines different leave type, their eligibility and guidelines to avail these leaves.

3.1 Casual Leave

Twelve days of Casual Leave (January 1 to December 31) shall be credited, in advance, to an employee's leave account at the start of the year.

- In case, the employee joins during the quarter, Casual Leave shall be credited on a pro-rata basis (one day per calendar month), rounded off to the nearest one day, for the quarter.
- If an employee leaves in the middle of the year, his casual leave entitlement will be calculated on a pro-rata basis, and any excess availed as of the date of relieving will be adjusted against PL at the time of leaving.
- In case, there are no PLs in the leave balance, the employee shall pay salary (calculated on monthly gross) in lieu of the excess CL availed.
- Unutilized Casual Leave shall automatically lapse on 31st December.
- The minimum accounting unit of CL will be half a day or 0.5 days.

3.1.1 Availing Casual Leave

Casual Leave can be taken for a maximum of three working days at a time and can be combined with holidays including weekly offs. However, Casual Leaves cannot be combined with PL.

This limitation of three working days may not apply in cases where the leave is for sickness. However, the employee shall be asked to produce a medical certificate.

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3.2 Privilege Leave

- The total number of Privilege Leaves shall be Twenty (20) working days for every completed year of service in the Company.
- Privilege Leave shall be credited, in arrears, at the rate of five days on the first day of the following quarter.
- In case the employee joins during the quarter, Privilege Leave shall be credited on a pro-rata basis, rounded off to the nearest one day, for that quarter.
- Employee who is in the probation period can avail of the PL balance credited. If the employee resigns during the probation period, the employee shall not be eligible for any PL encashment during full and final settlement.
- Any unutilized PL are encashed and paid with the Final Settlement at the time of relieving of a confirmed employee from the company's employment.

3.2.1 Availing Privilege Leave

- Minimum accounting unit of Privilege Leave shall be one day.
- Employees shall be encouraged to plan long vacation in advance depending on work priority.

3.2.2 PL Accumulation and Encashment

- Privilege Leave can be accumulated up-to a maximum of Sixty-Five (65) working days during the year. Accumulated Privilege Leave exceeding Forty-Five (45) days will be automatically encashed in December payroll. Encashment of Privilege leaves can be done only once a year in December or during the exit from the organization.
- The Privilege leave accumulation will cease at HCCI for the period employee moves to host country payroll while on long-term onsite assignment.
- For all employees joining on or before December 31, 2018, encashment will be done on the formula - Basic Salary/30 x 2.33 x Number of Leaves.
- For all employees joining the organization on or after January 1, 2019, including for employees joining based on an acquisition, encashment will be done on the formula - Basic Salary/30 x Number of Leaves

3.3 Public Holidays & Optional Holidays (OH)

The Company shall be closed on 10 days of public holidays. The list will be displayed on Hexaview and HexConnect Time off page at the beginning of the calendar year.

- Optional Holiday for 2 days shall be credited at the start of the calendar year or from the time of joining of new employees.

3.3.1 Availing OH

- Optional Holiday can be combined with any leave type.
- The employee will be entitled to use the OH anytime during the year. Unutilized OH shall automatically lapse on 31st December.

3.4 Maternity Leave

Maternity Leave is governed as per Maternity Benefit (Amendment) Act 2017.

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3.4.1 Availing Maternity Leave

- Maternity Leave of absence with full pay, shall not exceed Twenty Six weeks of which not more than eight weeks shall precede the date of expected delivery. However, a woman employee having two or more surviving children shall have the benefit of twelve weeks of which not more than six weeks shall precede the date of expected delivery.
- The Maternity Leave should be taken in a continuous block of 182 days. The weekly offs and holidays falling during this period will be part of the leaves availed.
- The allowable number of occurrences of Maternity leave shall be limited to Three (3), during the employee's tenure.

3.5 Medical Termination of Pregnancy (MTP) Leave

Leave of absence shall be granted to a woman employee in case of voluntary or involuntary termination of pregnancy, and the request for such leave should be supported by documentary evidence from a certified Gynaecologist, recommending the leave on medical grounds.

3.5.1 Availing MTP Leave

- Medical Termination of Pregnancy (MTP) Leave of absence with full pay, shall not exceed six weeks (including holidays) and must be availed immediately following the MTP.
- MTP leave of absence shall be limited to Two (2), during the employee's tenure.

3.6 Adoption Leave

- Every woman employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to Twelve weeks (including holidays) of Maternity leave. The 12-week period of maternity benefit will be calculated from the date the child is handed over to the adoptive mother or the commissioning mother.
- Under the same conditions, as stated above for a woman employee, a Male Employee can avail adoption Leave of 5 days, which should be taken as a continuous block. This can be taken anytime within six months of the date of adoption.
- Adoption leave of absence shall be limited to Two (2), during the employee's tenure.

3.7 Paternity Leave

The male employees in the organization shall be provided with a short period of absence from work to rejoice the moment of birth of a child.

- Paternity leave of absence shall be for 15 working days.
- The Paternity Leave may be taken in maximum of two(2) blocks. The employee can avail the leave, both blocks included, any time until six months after the date of childbirth.
- The allowable number of occurrences of Paternity Leave of absence shall be limited to two (2) children.
- Paternity leave may be combined with leave of any other kind.

3.8 Business Travel Time Off

The purpose of this leave type is to provide the necessary leave option to balance employees travel plans for the time spent on official travel or transit on a weekend. It aims to provide a rest day to improve the necessary work-life balance. The travel time off for 1 (one) day is applicable for the Business Travel which involve:

- Commencement of the journey from place of work with scheduled departure to the business destination before midnight of Saturday
- Or/And the return journey from the business destination ending at the place of work after midnight of Saturday.

3.8.1 Availing Business Travel Time off Leave

The travel time off shall be availed upon complying either of the conditions as defined above.

- On completion of the Business Travel, the employee shall have the option to avail one day off on the working day immediately following the date of completion of his / her return trip to the place of work.
- The travel time off option may be combined with leave of any other kind.
- The travel time off will also automatically lapse, if not availed by the employee immediately on the following day of reaching the place of work after completion of travel.
- No carry forward or postponement to avail the 'Off day' shall be permissible.

3.9 Compassionate Leave

The objective of this leave is to be sensitive, support our employees in trying times and help address any rituals and responsibilities arising due to the loss of a family member.

Definition of Family

- Spouse/Partner
- Parents
- Siblings
- Children
- Spouse/Partner's parents
- Grandparents
- Grandchildren

3.9.1 Availing Compassionate Leave

- 10 working days can be availed for this leave.
- This leave must be taken within 45 calendar days and in a single block.
- It may be coupled with other leave categories.

For loss of non-immediate family members, employees are encouraged to utilize the other leave options.

3.10 Leave Without Pay

If the available leave balance is less than the required absence from work, explicit sanction from the employee's manager as Leave Without Pay would be required.

4. Procedure

All the leave types in the Leave policy shall be applied and approved on HexConnect and recorded through the Online Leave system.

- Employee should apply for leave on HexConnect prior to availing leave.
- Employee and manager are jointly responsible to ensure that the Leaves are regularly updated in HexConnect.

5. Policy Administration & Exceptions

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

6. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.1	30-May-2023	Updating the policy to new template, PL encashment logic for employees joining through acquisition added	Anant Gupta	Nousheen Khan
1.2	29-Dec-2023	Enhancement to Paternity Leave limits to 15 working days, effective 1 st Jan 2024; allowed to be taken in 2 blocks	Anant Gupta	Nousheen Khan
1.3	2-Jan-2024	Revised end date for Covid and Covid Caregiver leave till 31 st March 2024	Anant Gupta	Nousheen Khan
1.4	26-Mar-2024	Covid and Covid Caregiver leave terminated effective 1 st April 2024	Anant Gupta	Nousheen Khan