

Document Details				
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Narayanan V	Sridhar Venkateshmurthy	Srinivas Reddy Vudumula	01-Apr-05	Baseline Version
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Sahana PS/Ruchi Gupta/Padmavathi V	Krishnan PP	Krishnan PP	17-Dec-12	2.0
Padmavathi	SEPG	Krishnan PP	22-Apr-14	3.0

Revision History			
Name	Date	Reason for Changes	Version
Narayanan V	01-Sep-05	'Note' included	1.1
S Yamini Krishnan	20-Sep-06	Template changed as per SEPG guidelines	1.2
S Yamini Krishnan	10-Apr-07	HR Connect process included, Paternity Leave included	1.3
S Yamini Krishnan	1-Apr-09	Process change in carry forward for direct consultants	1.4
Sahana PS/Ruchi Gupta/Padmavathi V	17-Dec-12	Introduction of Adoption Leave Policy, addition of long leave, changes in Maternity leave and Paternity Leave policy	2.0
Sahana PS/Ruchi Gupta/Padmavathi V	1-Jan-12	Paternity Eligibility Clause removed	2.1
Sahana PS/Ruchi Gupta/Padmavathi V	24-May-13	Introduction of Bereavement leave; Leave accumulation for PTs and Direct Consultants	2.2
Padmavathi	22-Apr-14	Document Renamed	3.0
Padmavathi	26-Apr-16	Reviewed & No Change	3.1

## Objective

The Leave Policy has been formulated to enable Tavant employees to maintain a healthy work life balance. Leave is calculated every calendar year starting from January to December.

## Types of Leave policy

- A) Privilege Leave
- B) Maternity Leave
- C) Paternity Leave
- D) Adoption Leave
- E) Long Leave
- F) Bereavement Leave

### A) PRIVILEGE LEAVE

#### Eligibility

Privilege Leave is applicable to all full time employees, project trainees and direct consultants of Tavant.

##### a) For full time employees

- Full time employees will be entitled to a total of 25 working days of paid leave in a calendar year.
- 2.08 days of leave will be credited into the employee's leave account on a monthly basis.
- Leave can be availed in multiples of half day at a time.
- In a calendar year, 10 days of leave should be availed if not it will get lapsed. 15 days of un-availed leave can be carried forward to the following year subject to a maximum accumulation of 45 days of unavailed leave.
- For employees joining the company during the year, leave entitlement will be prorated from the date of joining till end of the year.
- Accumulated leave balance to a maximum of 45 days can be encashed only as part of the full & final settlement at the time of leaving the company. Any negative leave balance at the time of exit will be recovered as part of final settlement.
- Any leave availed in excess of the accrued entitlement and beyond a negative balance of 10 days will be treated as leave without pay.

##### b) For project trainees

- Project trainees are eligible for 1 day of leave per month. New project trainees for the first month of their joining Tavant will be entitled for one day of leave if their joining date is on or before 15<sup>th</sup> of the month else they will be entitled for half a day of leave entitlement.
- Leaves accumulated for Q1 will get lapsed by end of Q2 and Q2 will get lapsed by the end of Q3. The accumulated leaves of Q3 and Q4 will get lapsed on 31<sup>st</sup> December.
- There is no provision of leave encashment.

**c) For full time direct consultants**

- Full time direct consultants are eligible for 1 day of leave per month irrespective of the date of joining.
- This is a yearly policy hence all the accumulated leaves will lapse on 31<sup>st</sup> December.
- There is no provision of leave encashment.
- Part time direct consultants, consultants through third party and interns are not eligible for any leave.

**B) MATERNITY LEAVE****Eligibility**

- Female employees are entitled to Maternity leave in accordance with Maternity Benefit Act.
- Female employees who have worked for a minimum of 80 days in the company in the immediately preceding one year.

**Applicability**

- The company will provide a total of 12 weeks (84 days) including weekends and holidays as maternity leave with pay, of which, not more than 6 weeks (42 days) should precede the expected date of delivery.

**Procedure**

- Maternity leave should be applied atleast three months in advance from the expected date of delivery.
- Extension of leave beyond maternity leave entitlement will be adjusted against accumulated leave balance or treated as leave without pay. This is also subject to the approval of the concerned reporting manager.
- If the employee undergoes a miscarriage or medical termination of pregnancy based on doctor's advice, the company will provide 6 weeks of leave from the date of the event as part of maternity leave policy.
- Maternity leave, sickness due to maternity and adoption leave can be availed to a maximum of two instances only. However, adoption leave can be availed if the employee has less than 2 surviving children.

**C) PATERNITY LEAVE****Applicability**

- Paternity Leave can be availed to a maximum of 5 continuous working days.
- Paternity Leave should be availed within 8 weeks of the birth of child.
- Paternity Leave is for a maximum of 2 children only.

## **D) ADOPTION LEAVE**

Adoption leave is a special paid leave granted to an employee who wants to adopt a child.

### **Eligibility**

- Employees who have worked for a minimum of 80 days for the company can avail the adoption leave.
- Female employees would be eligible for a maximum of 45 days of continuous paid leave including weekends and holidays.
- Male employees would be eligible for a maximum of 5 continuous working days of paid leave as per the Paternity Leave Policy.

### **Applicability**

- It is only applicable when the adopted child is 5 years old or lesser
- The employee may choose to avail the Adoption Leave from the date of adoption of a child.
- If a Tavantian couple adopts a child, then the leave can be availed by both at the same time, as per their eligibility defined above.

### **Procedure**

- The Employee should intimate the Reporting Manager, GDM & HR Ops by mail, 30 days prior to availing the adoption leave.
- Leave will be granted based on Manager & GDM recommendation and approval from CDO.
- The employee should provide HR with adoption related documents and child details for records and to consider the leave under this category.
- Any leave beyond the prescribed duration will be treated as unpaid leave unless the employee has enough earned leave balance to her credit to use subject to approval of the same by the concerned reporting manager.
- Employees can take leaves only for the duration indicated in this policy even if they adopt more than one child as part of the same arrangement maximum of 2 instances.
- Maternity leave, sickness due to maternity and adoption leave can be availed to a maximum of two instances only. However, adoption leave can be availed if the employee has less than 2 surviving children.

### **Terms & condition**

- Adoption Leave is not applicable in circumstances where a child is not newly matched \* with the employee for adoption. Example: If a step-parent is adopting a spouse or partner's child/children then the employee will not be eligible for adoption leave as it would not be construed as a new match for adoption. (\*Newly matched - Matching is the process of bringing together a child in need of adoption with qualified prospective parents).
- There would be no provision for encashment or carry forward of the Adoption Leave in any leave year.

- This policy is applicable only for employees for whom a child is matched and placed for adoption within India. Inter-country adoptions are not covered under this policy.

## **E) LONG LEAVE**

Long Leave is a special unpaid leave for a specified period of time for employees to attend expected or unexpected exigencies. The duration of long leave can be for a period of 3 months – 6 months.

### **Applicability**

- Extended Maternity
- Caring for an unwell dependent family member(spouse/parent/children/in-laws)
- Educational or professional degree

### **Eligibility**

- This policy is applicable to all the confirmed permanent employees of Tavant.
- Years Of Service: The employee should have completed a minimum of 1 year of uninterrupted service\*\*
- Availing Period: The employee can avail this leave only once in a block of 2 years period of uninterrupted service \*\* (e.g. The employee need to spend 2 years, post the previous Long Leave, prior to making a new long leave request). There would be exceptions on maternity cases.
- Privilege Leave Balance: The employee should have a minimum of 5 days of Privilege Leave balance in their leave account prior to availing Long Leave.

### **Procedure**

- The Employee should intimate the Reporting Manager, GDM & HR by mail one month prior to availing the long leave. However in Maternity cases the Employee should intimate 15 days prior to availing long leave.
- The decision of approval/ disapproval of the leave is at the discretion of the approval committee.
- The HR will inform the employee, Reporting Manager & GDM within 7 working days on receiving the recommendation on the approval/disapproval of the leave.
- On receipt of approval the employee should post Long Leave on HR Connect.
- Long Leave would be unpaid leave and will be treated as Leave without Pay(LWP).
- For the duration of LWP, intervening declared holidays of the company, Saturdays and Sundays are included.
- The employee has to return company assets (ID card, Access card, library books, cabinet keys, headphones, laptop, data card etc.), and clear all the dues before leaving on long leave. User ID will be disabled by the IS Department during long leave.
- The employee needs to sign an undertaking before going on Long Leave, absolving the company of all the liabilities.
- Under any circumstances, the leave period will not be extended beyond the mentioned date of return.
- The Tavant Management decision will be the deciding factor in the event of dispute.

### **Resignation during Long Leave**

- In the event that the employee does not report back to work or submits resignation, the last working day before he/she went on long leave will be considered as the resigned and relieved date.
- Employees on Long Leave are required to pay the full notice period & all dues including medical insurance premium to the company, if they resign from the services while they are on leave.

**Return from Long Leave:**

- An employee should have completed minimum 3 months of service at Tavant, post the Long Leave to be eligible for performance appraisal.
- GDM & HR may advise pay out of bonus on a pro-rata basis based on the Performance review rating of the employee for the period he/she has worked. The bonus payout will be along with the next appraisal cycle which will be only on employee's return.
- In the performance appraisal cycle that follows the Long Leave, the employee will be assigned a position which corresponds to his/her educational background and experience.

**Terms & Condition of Service**

- Long Leave will not be allowed for the purpose of taking an alternate employment.
- The employee will not be eligible for any Privilege Leave (PL) entitlements.
- Employee will be covered under medical insurance during the period of long leave as per the terms and conditions applicable to insurance coverage.

**Definition of Uninterrupted service\*\***

This is when an employee has continuously worked at Tavant without a break of service. If one has left Tavant and re-joined, this will be considered as a break of service and eligibility will be tracked from the new start date.

**F) BEREAVEMENT LEAVE**

Bereavement Leave is a paid leave for employees to recuperate from the loss of the immediate family member. Family member here includes biological parents, spouse and children (2 children).

**Applicability**

- Bereavement leave can be availed to maximum of 5 days on the death of a family member.
- This leave should be availed within 3 weeks /21 days from the death of the immediate family member.
- Bereavement Leave cannot be carried forward or encashed. This leave is effective from 3<sup>rd</sup> June 2013.

**Leave Application Process**

- All leaves must be mandatorily updated in HR Connect (<http://hrconnect/>) using the 'Employee Self Service' link.
- Your Leave Application should contain the following details:
  - Purpose of Leave
  - Dates for which Leave is Required
  - Contact Address and Phone Number

- In case of emergency the employees will have to inform their respective managers or the HR about the leave period, by e-mail or telephone (to be followed up with an email).
- Employees returning from their assignments overseas must first report to their official duties and inform the HR department before proceeding on leave (provided the same has been approved by the reporting manager).

**Penalties:**

Every employee should post leaves before the locking period [i.e., the 6th of every consecutive month for the previous month].

- If the employee fails to submit their leaves for the current month before the locking period and on reconciliation of leaves, if found that the employee has not posted the leave, then the leaves will be considered as Leave Without Pay [LWP] in the subsequent month payroll.
- If the employee is a regular offender for overall 4 months (non-consecutive/ consecutive) in a year, such employee would not be eligible for any variable pay-outs and appraisal of that particular year.

**Exceptions/ Amendment/ Interpretation**

The policy is subject to amendment by the management at any time, without assigning any reasons, or without giving any prior intimation to the employees. The decision of the management will be final and binding.