

Leave Policy

VERSION 1.1
RELEASED ON
12th April 2022

This document is the property of **In2IT** and is authorized by the undersigned for circulation within the Organization for effective implementation towards continual improvement of the process, product and system to achieve customer satisfaction. This document shall not be reproduced either in part or whole without prior permission from the undersigned.
Website: www.in2ittech.com

Leave PolicyIn2IT-POL-
V1.1

Dt. 14.04.2022

Cls -
Confidential**Prepared by:**

Corporate HR, In2IT

Manjeet Kaur, HR 30th Jan 2022**Reviewed by:**

Manager Legal, Corporate, In2IT- 2012

Vinay Chawla, 12th Apr 2022Approved by:

B. Nagarajan

| Version & Date | Policy Owner | Change Description |
|----------------|---------------|----------------------|
| 1.0- 2019 | HR Department | Initial Release |
| 1.1 - 2022 | HR Department | Updated Earned Leave |
| | | |
| | | |
| | | |

Leave Policy

In2IT-POL-
V1.1

Dt. 14.04.2022

Cls -
Confidential

Purpose

The Leave policy enables employees to maintain a healthy work life balance. Leave is given to employees to provide for recuperation of health, fulfilling social obligations, for emergencies, for rest and recreation etc.

Applicability

This policy is applicable to all employees of IN2IT Technologies and its subsidiaries in India. Employees under suspension or serving notice period, are not entitled to any planned. During resignation if employees take any leave his/her notice period will be extended.

Policy & Process

- The holiday calendar year runs from 1 January to 31 December.
- Employees are required to apply for leave through portal and get necessary approval before availing any leave.
- The Company recognizes Six(6) days/Seven(7) days of paid company holidays (CH) which are location dependent and Four(4) days/Three(3) days of restricted holidays (RH) which are location dependent during the year for its employees.
- The Holiday calendar for the year can be accessed through HR Portal "GreytHr".
- Earned leave and casual leaves need to be applied 2 days before.

Company Holiday

- There are 6/7 fixed Company Holidays. Each location has a different set of company holidays.
- Company Holidays include the national holidays and other location specific holidays.
- No additional holiday(s) will be given in lieu of the mandatory holiday falling on weekends.

Restricted Holiday

- In addition to the above 6/7 fixed Company holidays, employees are also entitled to 4/3 days of restricted holidays (location dependent) as applicable in a calendar year. Reffer Leave calendar in GreytHr.
- All the 4/3 RHs will be credited to the account of the employee at the beginning of the year and can be chosen by the employee from the given basket of restricted holidays applicable to different locations as per the local festivals and statutory requirement.
- For new joiners, RH will be available on a pro-rata basis depending on the quarter he/she joins and depending on the number of Restricted Holidays in that particular state.
- RH can be clubbed with Earned Leaves, My Leave and other RH.

| Spread of Restricted Holidays for New Joiners in a calendar year | | |
|---|-------------|-------------|
| Month of Joining | 4 RH | 3 RH |
| January – March | 4 | - |
| January – June | - | 3 |
| April – June | 3 | - |
| July – September | 2 | 2 |
| October – December | 1 | 1 |

Leave Types

Earned Leave

- Employee is eligible to 15 earned leaves on accrual basis apart from declared Holidays.
- EL's accumulates on the basis of 1.25 Leaves per completed month.
- Maximum accumulation of earned leaves cannot exceed more than 45 days during the entire tenure of employment.
- Any number of EL exceeding 45 days will be either lapsed or employee can avail those leaves till end of the leave calendar year.
- During resignation / retirement the balance 45 leaves EL's will be encashed on basic pay along with the full and final settlement.
- Holidays or weekly off days cannot be prefixed and / or suffixed to EL.
- Any absence of more than the number of sanctioned leaves will be treated as LWP.
- EL cannot be availed by employees who are under suspension or serving notice period.

Casual Leave

- Employee is eligible to 10 Casual leaves on accrual basis apart from declared Holidays.
- CL leaves cannot be carried forward.

Sick Leave [SL]

- An employee is eligible for 5 sick leaves per annum.
- Employees availing sick leave 2 days or more in continuation will have to submit a medical certificate/prescription from a registered medical practitioner/doctor or the same will be deducted from earned leaves.
- An employee should act responsibly and inform RM about his/her inability to attend office because of any sickness.
- Approved leave application should reach the HR department within 3 working days of re-joining with a valid medical certificate or doctor's prescription.

My Leave [ML]

- Employee can avail maximum of 2 leaves under ML in a calendar year with prior approval.
- Employees joining in the 1st half of a calendar year will be entitled for 2 days of ML.
- Employees joining in the 2nd half of a calendar year will be entitled for 1-day ML.
- ML can be availed for occasions like birthday of self and family members, marriage anniversary, bereavement etc.
- ML cannot be carried forward.

Leave Without Pay [LWP]/Unpaid Leave

- It is not the policy of the company to encourage this practice. Under exceptional circumstances like serious illness, the employee can avail of LWP after seeking approval from his/her RM. This may be sanctioned only when all other forms of leave are exhausted.
- When employee takes off from duty without prior approval or proper intimation under certain unavoidable circumstances, then those day(s) would be treated as absence from duty.
- The days of absence will be treated under LWP.
 - Unsanctioned/Unauthorized leave(s) will fall under LWP and incur necessary disciplinary action.
 - If an employee is absent from duty for more than 7 days (including any National holiday/Public holiday/Declared holiday/Week off which may fall in between) without prior information or approval, an official correspondence from the HR department will be sent to him asking to report to duty and to provide valid explanation for absence from work. Based upon the enquiry report, necessary action would be taken as per the company policy (refer uninformed absence from work policy)
 - In case tool does not allow employee to apply for LWP, he/she is required to send a mail request to respective RM and HR

Maternity Leave

- Female employee who has completed minimum of 80 days in the organization will be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017, which is 26 Weeks of paid leaves.
- Leaves should be applied at least 30 days prior to commencement.
- Reviewing Managers and Business HR must be informed before commencement of leave.
- Leave application must be supported by a certificate indicating the Expected Date of Delivery.

Leave PolicyIn2IT-POL-
V1.1

Dt. 14.04.2022

Cls -
Confidential**Parental Leave**

- All male employees would be eligible for 5 working days of paid paternity leave. For availing the same employee has to submit the request for leave to the RM with documentary evidence.
- Paternity leave should be availed within 6 months from the date of child's birth. If the employee wants to extend the duration of leave beyond the stipulated duration, (i.e. max of 5 days), the employee may extend the leave by utilizing his entitled paid leave with prior permission of the concerned Reporting Manager.

Disclaimer – The company reserves the right to alter or withdraw this policy either in part or in full based on management's discretion.