



Exit Policy

I.	Distribution List	3
II.	Version History	3
III.	Objective	3
IV.	Scope	3
V.	Provisions	4
1.	Resignation Letter	4
2	Exit Clearance	4
3	Full & Final Settlement	4
4	Salary Account	5
5	Employees leaving without intimation / leaving without settling dues	6
6.	Relieving letter and work certificate	7
VI.	Deviations and escalation Matrix	7

Policy Name	Exit Policy
Version No	1.6
Contact Person	HR –ES Head
Last Review Date	December 27, 2012

I. Distribution List

Issued to All employees of Capgemini India

II. Version History

Version	Date	Description
1.0	01-08-2004	Released document to all employees of Capgemini India
1.1	19-09-2005	Revised the date of payment of full & final settlement Added abscondee clause
1.2	01-06-2007	Inclusion of a prerequisite. Official release from the company only subject to clearance from the respective service line.
1.3	01-06-2010	Change of Notice period to 90 days
1.4	10 – 04-2011	Change of Department name From PRM to HR
1.5	29-12-2011	Minor change in clause 2.3.1
1.6	27-12-2012	Changes in the clause of Leave taken during Notice period and heads recoverable from the employee. Inclusion of the foreclosure of settlement and delay of clearances in case exit is approved on last working date. Changes in the absconder process.

III. Objective

- To ensure a smooth exit process for employees.

IV. Scope

- The Policy will be applicable to all the permanent full time employees of Capgemini India.

V. Provisions

1. Resignation Letter

The exiting employee must submit his/her resignation on PACE. The resignation must be approved by the Supervisor/N+1 to whom he/she is tagged on PACE system. The resigned employee will be released from the services of the company only after the last working day has been approved by the respective Supervisor/N+1 and on completion of the exit formalities. The notice period applicable to all employees is 90 days

2 Exit Clearance

- 2.1 Once the employee's resignation is approved by Supervisor/N+1, the exit guidelines are sent to the employee. These contain details of the departments from whom clearances need to be obtained and the forms (PF, Gratuity) that need to be submitted by the employee.
- 2.2 The clearance form is designed to cover five (5) key areas within the organisation:
 - Employee's Function
 - Administration
 - ITICS
 - Finance
 - HR
- 2.3 The onus of ensuring completion of the clearance on PACE in all respects lies with the employee. Internal Services team will verify whether the clearance is completed on the system and then issue Relieving & Experience Letters.
- 2.4 Exiting employees, who are onsite, are governed by the LOA/secondment agreement currently in force and will have to come back to India in order to complete the exit formalities and to get their full and final settlement processed.
- 2.5 As a part of the exit process, a HR representative will conduct an exit interview. The employee first needs to complete the exit interview form on the system and then meet the designated HR representative for a discussion.
- 2.6 An employee is entitled to 6 Privilege Leaves during Notice Period at the rate of 2 leaves per month. In case the employee takes additional leaves during the Notice period, then the Supervisor/ N+1 does have the option of extending the notice period to the extent of additional leaves taken. However, this can be done considering the merits of the circumstances

3 Full & Final Settlement

- 3.1 Employees, whose last working date is within one year from the date of joining, will be liable for recovery under the following heads, wherever applicable, as a part of Full & Final Settlement. However, in cases where the terms of employment mention a different condition / period, the same shall prevail.
 - Sign On Bonus

- Notice Pay reimbursement paid at the time of joining

3.2 The following heads will be recoverable from the employee as a part of Full & Final settlement, if the employee's last working date is within one year from the date of availing the benefit.

- Relocation expenses
- Training Costs, if applicable
- Settling Allowance
- Kit allowance.

3.3 Early Release/Shortfall of Notice Period:

The Notice period of 90 days needs to be served by all the employees. All such cases wherein the Supervisor/N+1 approves an early release, it also needs to be approved by BU head in consultation with HR. Shortfall of notice period shall be recovered from the employee at the rate of monthly total base compensation (TBC). This amount has to be paid by the employee in the form of a Demand draft drawn in favor of "**Capgemini India Pvt. Ltd**" on or before his/her last working day.

The full and final settlement i.e. the dues pending from the company to the employee, will be credited to employee's salary account within 45 days of the date of completion of the exit clearance formalities. In case the exit is approved on the last working date of the employee then the clearance completion and subsequent issuance of letters will be delayed.

3.4 In case of any dues pending from the employee to the company, the same is to be paid by the employee in form a Demand draft drawn in favour of "**Capgemini India Pvt. Ltd**" on or before his/her last working day.

3.5 Salary for the last working month will be paid out along with the full and final settlement. If the last working date is on or before the 5th of any month, the previous month's salary will be put on hold and paid out with the full & final settlement

3.6 In case an employee fails to complete his clearances and fails to clear all outstanding dues before his/her last day with the company, his/her settlement will be foreclosed and the company will issue demand letters for the recovery of outstanding dues. No relieving / experience letters will be issued in such cases till such time the outstanding dues are cleared. Further, the company reserves the right to initiate appropriate legal measures for recovery of such dues.

4 Salary Account

The salary account of the exited employee will continue to remain active even after the full and final settlement is completed. However, the benefits associated with a corporate account will be withdrawn and the account will be converted to a personal savings account.

5 Employees leaving without intimation / leaving without settling dues

- 5.1.** For any employee who is on unauthorized absence for a period of ten calendar days, salary, expenses and allowance will be withheld on receipt of notification from the concerned BU. Such an employee will be sent two show cause notices advising to report for work within a stipulated period of time from the receipt of the notice to the last known address/permanent address. In case the employee fails to report he / she would be declared absconder forthwith, and his / her services with the company will be terminated. Further, access privileges would be withdrawn with immediate effect. This will include terminating e-mail access and withdrawal of access to Company premises.
- 5.2.** The termination letter will be sent to the last known address/permanent address of the employee informing that his/her services have been terminated and that he/she should clear his/her dues.
- 5.3.** The payment due (if any) to him/her will be withheld until such time he/she clears all dues with the company.
- 5.4.** Further, the Company reserves the right to seek all available legal redress as may be appropriate.
- 5.5.** In case the employee reports back to duty within the stipulated time, he / she is required to provide justifiable explanation for the unauthorized absence and such explanation should be acceptable to the Company. The company may initiate appropriate action in cases where the unauthorized absence is not found to be justified / backed by appropriate supporting documents.

6. Relieving letter and work certificate

- 6.1. Relieving letter and work experience certificate will be given to the employee at the close of business hours of his/her last day with the Company, provided the exit clearances are completed and outstanding dues towards Capgemini are settled. The letters will be issued by the HR team on verification of completion of exit clearances including payment of any outstanding dues to the company and exit interview.
- 6.2. No relieving letter will be issued in cases where the company has issued a termination letter.

VI. Deviations and escalation Matrix

- For any queries Log a call in **Indiahelp Desk-Employee Services**.

Location	Contact Person	Contact Details	E-mail ID	Location Process Owners
Mumbai	Navroz Panjwani	2273658	navroz.panjwani@capgemini.com	Ashish Gakrey
Bangalore	Fasiha Sayad	8062965	fasiha.sayad@capgemini.com	Arun Chendukala
Kolkata	Abhinandan Chakraborty	3330829	abhinandan.chakraborty@capgemini.com	Vrushali Jaiswal
Hyderabad	Swaroop Kondapalli	4027657	swaroop.kondapalli@capgemini.com	Ashish Gakrey
Pune	Dilip Verma	2011771	dilip.verma@capgemini.com	Ashish Gakrey
Chennai	Saravanavelu Pandian	4436143	saravanavelu.pandian@capgemini.com	Ashish Gakrey
Gurgaon	Abha Singh	1155457	abha.a.singh@capgemini.com	Ashish Gakrey
1st level of escalation – You can write to respective Location Process owners				
2nd level of escalation – You can write to Ravikiran Saurkar (ravikiran.saurkar@capgemini.com)				
3rd level of escalation – You can write to M.,Hrushikesh (hrushikesh.m@capgemini.com)				