



Separation Policy

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Objective

To provide guidelines for employees regarding separation from employment.

Scope

The policy covers resignation and termination.

Resignation: A resignation is a voluntary separation from employment.

Termination: A termination is an involuntary separation from employment.

Applicability

All permanent employees of HCL Technologies Ltd in India.

Process – Voluntary

HCL Technologies is always unhappy to see an employee resign, but if an employee has decided to do so and leave the organization prematurely, she/he has to submit his/her request to the Reporting managers and concerned DU HR/workflow partner.

Employee belonging to Band E0 – E2

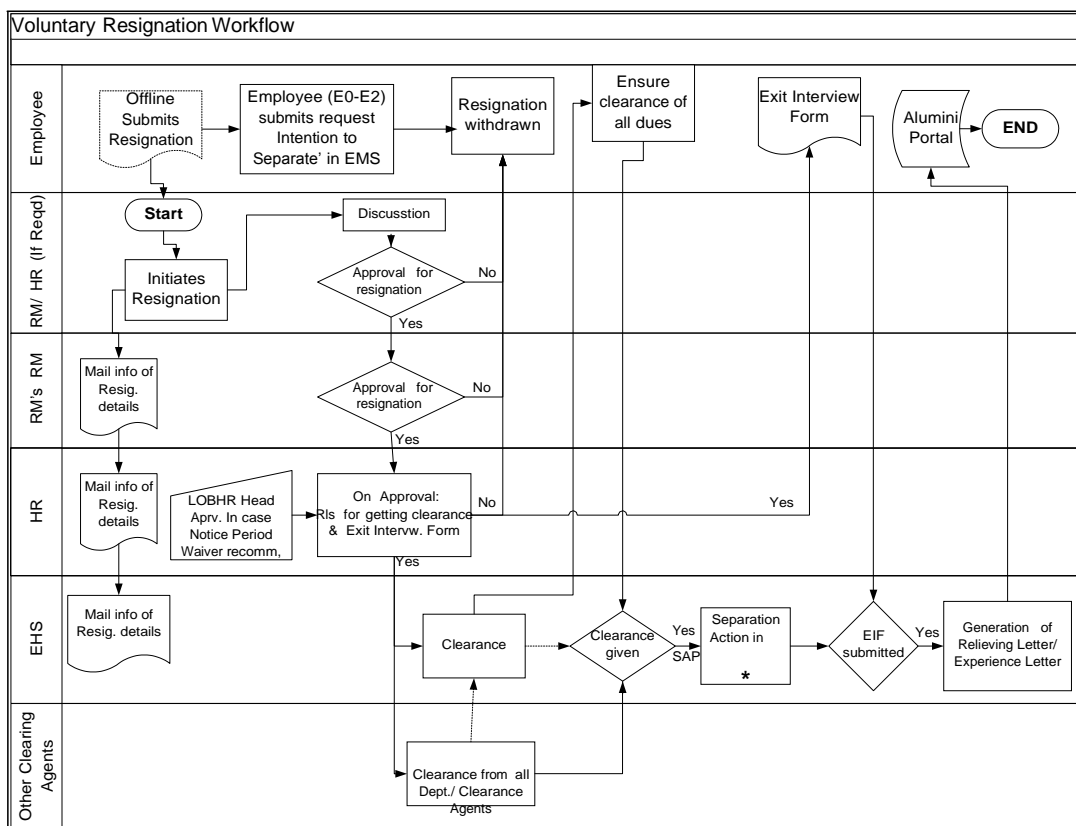
- Employee has to necessarily submit his/her request for '**Intention to separate**' through EMS application on www.myhcl.in only.
- The intimation for the same will be send to First Level manger (FLM), Second level manager (SLM), and the concerned DU HR/workflow partner.
- The request will be then accepted or revoked by the FLM (or SLM, DU HR) after the discussion with the employee.
- In case the request is accepted by the FLM, FLM initiates the resignation in EMS, fill in the necessary information i.e. reason for resignation.
- The resignation date will be auto populated as the date on which employee has submitted his request for „Intention to separate“ and the resignation text will be the employee comments as entered by the employee in the request.
- Once the basic information is filled in by the FLM, he initiates the resignation and the intimation goes to employee's SLM and DU HR/Workflow partner in the form of a mailer notification.

- The resignation is then submitted to the employee's SLM for approval. He can view in all the details submitted by the FLM and approve or revoke the case.
- Once the employee's SLM has approved the case, the copy of the same goes to the employee's FLM and HR/Workflow partner in the form of a mailer notification.
- In case for waiving off the not served notice period, it has to be facilitated by the workflow partner on the authorization of VBU/HBU/Sales/enabling unit HR Head. Subsequently, on receiving the approval EHS will be able to change the LWD.
- Once the HR has approved the resignation, a mail will go to the all the clearance departments for giving further clearance to the employee. Employee will get a mail notification to fill in his exit interview form (Voluntary resignations).
- Once the employee has obtained clearances from all the departments, the employee can collect his relieving letter from local EHS on the Last working day.

Employee belonging to Band E3 and above

- Employee has to submit a letter of resignation (through mail) to the reporting manager of his / her department, keeping the respective DU HR representative/Workflow partner in loop.
- Once the resignation is accepted by the RM, RM i.e. FLM initiates resignation in the Exit management system (EMS).
- The manager can select the employee from his reportees list in the EMS in the resignation View page.
- The manager has to fill in the necessary information i.e. Resignation type i.e. Voluntary reason for resignation, attached the resignation mail of the employee.
- Once this basic information is filled in by the manager, he initiates the resignation and the copy of the same goes to the employee's SLM & HR/workflow partner in the form of a mailer notification.
- The resignation is then submitted to the employee's SLM for approval. He can view in all the details submitted by the FLM and approve or revoke the case.
- Once the employee's SLM has approved the case, the copy of the same goes to the employee's FLM and HR/workflow partner in the form of a mailer notification.

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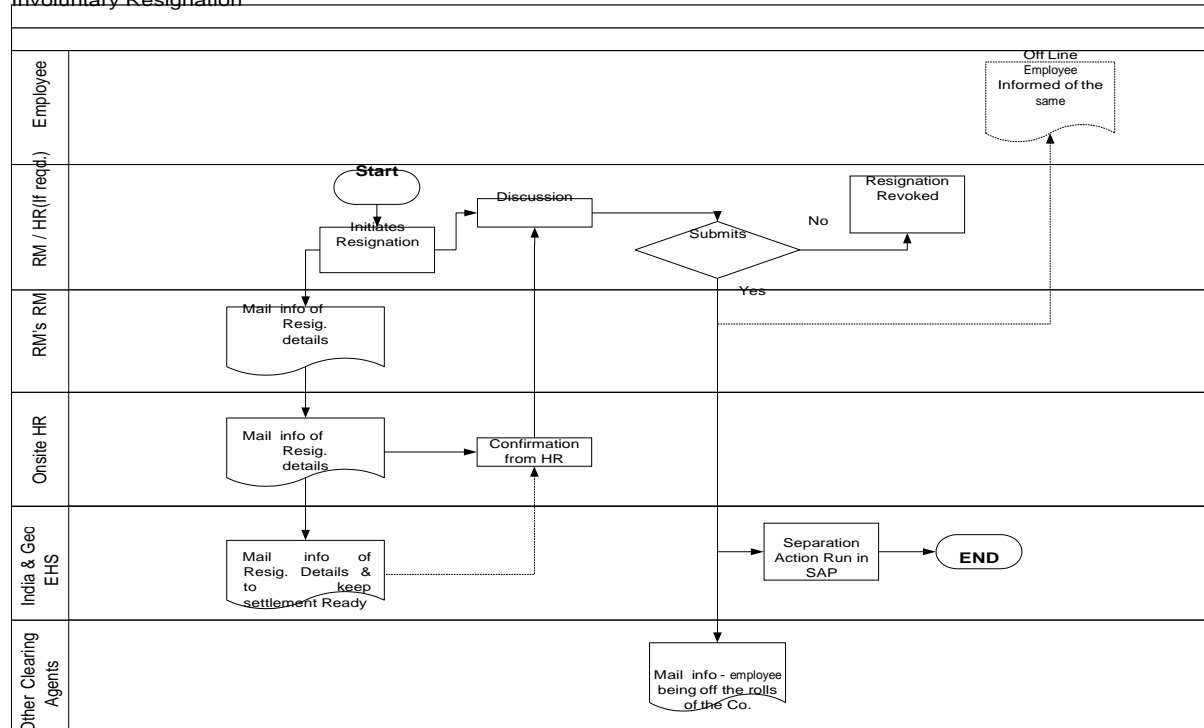
* EHS shall run the separation action based on the LAST RECOMMENDED DAY in EMS either by FLM/SLM and will not wait for any further approval and run the separation action in SAP

* In case no action is taken by FLM, SLM or HR, separation action will be run on system generated LWD automatically based on the Notice Period of the employee"

Process – Involuntary

- Organization can ask the employee to leave due to unavoidable circumstances (non performance, misbehavior etc)
- The involuntary resignation will be initiated by the FLM (same as the Voluntary resignation) in the EMS application.
- The resignation is then submitted to the employee's DU HR for approval. He can view in all the details submitted by the FLM and approve or revoke the case.
- After getting approval from HR, FLM confirms/approves the separation and submits for clearance.

Involuntary Resignation

**Process –Withdrawal**

- In case FLM/ SLM/ DU HR has convinced the employee to take back his/her resignation at a later stage, FLM/SLM/DU HR can revoke the resignation at all stage of EMS until the employee is separated off the HCL records in SAP.
- Employee band E0 – E2 can also withdraw their request for intention to separate from the EMS application until the same is accepted by FLM.

Note:

First level Manager (FLM): Reporting Manager

Second level Manager (SLM): Reporting managers" Manager

Full and Final settlement

Full and Final Settlement of Dues will be made within 45 days from the Last Working Day, subject to no dues and relevant details also being made available in the Clearance Checklist form in the EMS. However, **employee's provisional settlement** is made available in the separation portal within 7 day of the acceptance of resignation in EMS by reporting manager who is referred as First Level Manager (FLM) along with the status of clearances by all stakeholders. It will be visible on myhcl.com portal – My Transaction – My Separation Portal.

Employee serving notice period can view following particulars in my separation portal:

- Provisional full & final statement(amount due to employee and Amount Due from Employee)
- EMS clearance status
- Active claim details (for CVCS, Medical, LMS, TAS, TEC)
- Last three years Form16's

Post separation also, separated employees can log in at

<http://wf4.myhcl.com/MySeparation/Login/Ex-HCLitesLogin.aspx> to view following particulars:

- Actual Full & Final Statement
- DD/Cheque details
- Courier/postage details for sending F&F statement
- Last three pay-slips
- Forms(From 10-C, Form 13 & Form19) for Provident Fund
- Last three years Form16 details

PF and Superannuation are settled separately on receipt of the prescribed forms from the separating employee. All the F&F settlement payments will be made through fund transfer mode along with full and final settlement, following items will be taken care of:

- Balance salary payable / recoverable.
- Medical balance, if any, will be paid on receipt of amount from NIC.
- Unavailed LTA if due and supported by claim.

- AL encashment.
- Gratuity, if applicable.
- Performance bonus, if applicable, for the last financial year, if not already paid.
- Recoveries for advance outstanding, PF, hard furnishing allowance, un-served notice period, Income Tax, recoveries for benefit reversals under various schemes, etc.

Relieving letter

- On Last working day, employee can be able to view and take the print out of the Relieving letter after 5.30 PM at separation portal subject to clearance from all stakeholders.
- Relieving letter shall not be available till the time employee clears his/ her dues with the organization.
- The experience letter shall also be available at separation portal and employee can view and take the print out after full and final settlement is done.

Notice Period

Objective

To determine and establish the notice period for resignation or termination and other conditions associated with notice period, applicable to employees in various categories and locations of the Company.

Scope

The policy includes:

- The period of notice for termination / resignation applicable to various categories of employees of the Company.
- The amounts to be paid in lieu of notice period or in case of shortfall in notice.

Applicability

The policy shall be applicable to all employees of the Company who are either on probation or are confirmed employees of the Company in India.

Policy Details

- The period of probation in respect of all employees shall be 1 year (unless specifically communicated).
- The notice period applicable to all bands of employees will be 3 months (90 days)
- Your employment with the Company can also be terminated either by the Company or by you by giving the other party three months advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the „Basic“ component of the salary for the balance notice period. However, please note that

accepting any such early relieving request would be entirely at the discretion of the Company.

- Waiver of notice period in lieu of notice period upon resignation shall need to be authorized by respective VBU/ HBU / sales / enabling-unit HR Head. However, there will not be any waiver in notice pay under any circumstances. Also, the company reserves the right not to accept notice pay in lieu of notice period.

Salary Holding

The salary for any employee who has submitted his/her resignation or "Intention to separate" in EMS application will be put on hold for the month in which his/her resignation information is made available to the payroll team. The salary for subsequent month(s) will be released to the employee in the regular manner. In case, there is any outstanding amount stand on employee post holding the first month salary, then the salary of the subsequent months (till date of relieving) will also be put on hold.

The held-back salary of one month or subsequent months for the employee will be paid along with the full and final settlement.

If the EMS gets initiated as Absconding (Involuntary –and reason of resignation is absconding) then the salary of such employees will be put on hold from date of EMS initiation till indefinite period.

While on notice period, employees will also not be eligible for any compensation increase and / or change in position related attributes that are due as on the date of resignation or deemed due from a prior date owing to organization decisions at a later date.

Note: Salary including any other payments like Bonus, Allowances etc scheduled for that month will be put on hold.

Leaves during Notice Period

Employees cannot avail of any leave during the notice period except for exceptional circumstances (to be approved by VBU/ HBU / sales / enabling-unit HR Head). In such cases, the notice period will be extended by the same number of day(s) for which the employee is on leave(s). However, this will not be applicable for Company holidays, My Leave and RHs.

The company reserves the right to terminate the employment without notice on grounds of breach of policy, misconduct, employees being absconding, disciplinary issues, failure of background check, employee being convicted under any court of law etc

Exit Interview

The employee will be required to complete an exit interview with the Human Resources Department and also fill in an online form exit generated through EMS. During the exit interview, the employee can express him/herself freely.

The exit interview will be conducted by respective DU HR. All information will be kept strictly confidential and will in no way affect any reference information that HCL Technologies management will provide to another employer about the concerned employee.