

amagi

Leave Policy - India

DOCUMENT CONTROL

Type of Information	Description
Document Title	Amagi India Leave Policy
Document Number	
Document Owner	HR
Approved By	Head HR
Document version #	V2.0
Last update	14-Dec-2023

DOCUMENT CHANGE HISTORY LOG

AMAGI HUMAN EMPLOYEE ONBOARDING POLICY					
EFFECTIVE DATE:				Document Owner:	
Revision History					
Revision	Rev. Date	Description	Prepared By	Reviewed By	Approved By
1.2	December 2019	Policy guidelines			
1.3		Policy guidelines	Nimisha Nair	Ashish K	Ashish K
1.4	December 2023	Policy guidelines	Srusti Chand	Divya Anand	Prasad Menon

REVIEW, VERIFICATION AND APPROVAL

Name	Title	Role	Date
Prasad Menon	Chief People Officer	Approver	Refer Approval form

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1) PURPOSE

To define the guidelines governing the leave entitlement for Amagi India employees.

Leave is provided to all employees for rest & relaxation – the employee should ensure that he/she is taking sufficient leave as necessary breaks in between working days.

2) SCOPE

This policy covers all permanent, full-time employees of Amagi India.

3) ANNUAL LEAVES

a) Earned Leave

- Leave will be credited based on the calendar year (January – December)
- All Amagians are entitled to 15 days of earned leave in a calendar year
- Leaves will be accrued at the beginning of the year, and all employees active would receive 15 days effective January 1st
- For all new hires, leave will be calculated on a pro-rata basis
- For new Amagians joining before 15th of a month, earned leave will be accrued as 1.25 days per month till the end of the leave year and credited in total at the start of their employment. For Amagians joining after 15th of a month, earned leave will be accrued as 0.5 days for the first month and 1.25 days from 2nd month onwards till the end of the leave year and credited in total at the start of their employment
- Paid-Time-Off can be combined with weekends / holidays / optional holidays. Weekends / holidays / optional holidays that come in between any period of earned leave is not considered as leave
- For separating employees, leaves will be prorated for the duration at Amagi and any excess leave taken beyond eligibility will be adjusted in the full & final settlement

Treatment of Unused Leave

- Only unused earned leaves upto 15 days will be carried forward every year.
- Employees can accumulate a maximum of 45 days of leave. Any leave(s) accrued over and above 45 days, will lapse.

Encashment of Leave

- Employees are not eligible for leave encashment during the tenure of employment.
- An employee can encash upto 45 days of leave (as per his / her Basic Salary) at the time of separation from Amagi.
- Such encashment will be notified to the employee in the Full & Final statement.
- Leave Days can also be used to adjust shortfall in Notice Period at the time of exit post the agreement between the Manager & HR (Please refer Exit Policy).

b) Casual or Sick Leave

- All Amagians are entitled to 12 days of Casual or Sick leave in a calendar year. Casual or Sick leave is provided for rest and relaxation, sickness, or other personal work.
- Leave will be accrued at the beginning of the year.
- For new Amagians, casual / sick leave will be accrued as 1 day per month from their month of joining till the end of the leave year and credited in total at the start of their employment.
- For separating employees, leave will be prorated for the duration at Amagi and any excess leave taken beyond eligibility will be adjusted in the full & final settlement.
- Casual or Sick Leave cannot be carried forward or encashed.

c) Leave Without Pay

- Leave availed by employees post the exhaustion of his/her Casual or sick and earned leave will be considered as Leave Without Pay (LWP)
- All LWPs, will be deducted from employee salary in the subsequent months' payroll
 - *For example, if an employee has Leave Balance of 3 days, and he/she wishes to take 7 days of leave – 3 days will be deducted from the employee's leave balance, and the balance 4 days will be considered as LWP (non-working days); these days will not be considered while computing the employee's salary in the next month.*

4) Volunteer Time Off (VTO)

As part of Amagi's *Goodness Wins* initiative, Volunteer Time Off is being introduced for all Amagians. It provides an opportunity for Amagians across the globe to contribute meaningfully in the communities they live and operate.

- Employees are eligible for 2 days of paid volunteer time off per leave year to participate in pre-approved volunteer projects / activities organised by Amagi or for causes that they are passionate about provided they fall under local country specific Corporate Social Responsibility Law.
- Request for volunteer time off needs to be submitted by the employees in advance through HRMS for supervisor approval.
- Any unutilized VTO will lapse at the end of the year and will not be carried forward.
- Employees are encouraged to share their stories with us, details for the same are included in the volunteer time off policy [here](#)

5) PARENTAL LEAVE

a) For Women

- All women employees of Amagi are eligible for Maternity leave of 26 weeks as per the Maternity Benefits (Revised) Act, 2017.
- Women employees are advised to take sufficient rest during the Maternity period and plan leave accordingly. It is recommended that a lady employee initiates the Maternity Leave at least a month prior to the delivery due date given.
- New mothers can extend their maternity leave in case of any medical complication with the infant post consultation with her Manager. Submitting a medical certificate is mandatory for availing the extended leave.

b) Miscarriage leave

- Women employees are entitled for 6 weeks of abortion leave in case of premature termination of pregnancy.

c) For Secondary Caregiver

- Policy applies to all employees who are secondary caregivers to a new-born
- Employees are eligible for 30 days of leave as a secondary caregiver. This leave can be availed intermittently 15 days prior to the birth of the baby and/or within 90 days after the birth.
- In case of business exigencies, manager may exercise discretion in spacing the 1 month leave over a period of 3 months

d) For Adoption / Surrogacy

- All primary caregivers are eligible for 26 weeks of leave for adopting a child or having a child through surrogacy.
- A secondary caregiver can avail upto 30 days of leave. This leave can be availed intermittently 15 days prior to the adoption/birth of the baby and/or within 90 days after the adoption/birth.

- In case of business exigencies, manager may exercise discretion in spacing the 1 month leave over a period of 3 months

6) BEREAVEMENT LEAVE

- Bereavement leave is provided when an employee loses a close relative in the family, or a very close friend
- All employees are eligible for up to 5 days of Bereavement Leave annually.
- Such leave can be taken only once in a calendar year.

7) MARRIAGE LEAVE

- All employees are eligible for 5 days of marriage leave
- Such leave can be availed only once during the employee's tenure, in and around the marriage date of the employee.
- Marriage Leave can be combined with Earned Leave / Casual or Sick as well.
- Marriage leave can also be availed by same sex partners.

7) 'PAW'TERNITY LEAVE

- All employees who are Primary Caregivers to a pet at home are eligible for 'paw'ternity leave
- Employees can avail up to 2 days of 'paw'ternity leave in a calendar year.
- Such leave can be availed when a new pet is adopted, or when a pet has fallen sick.

8) LONG SICKNESS LEAVE

- At times employees may be away from work due to long sickness from certain diseases. These may also include complications arising from maternity, etc. Treatment of Paid-Time Off here will be treated on a case-to-case basis, post discussion with Reporting Manager & Function Head.
- As an organization, Amagi recommends sufficient rest and relaxation in all such cases.
- On a case-to-case basis, requests to work from home (if the nature of work permits) will be evaluated and approved by the Reporting Manager & Function Head.

9) SABBATICAL

- Amagians who have completed 5 years of service are eligible for 3 months of time off to relax, recharge and re-energize for their return to work with a renewed commitment to supporting Amagi's future success.
- Sabbaticals are offered to employees to reward them for their past contributions and to refresh them so that they can make additional valuable contributions to Amagi following their sabbatical. As a result, it is anticipated and expected that employees who take a sabbatical will return to work at Amagi following the sabbatical. When you return from your sabbatical, you will generally return to the same or a substantially comparable position to the one you held before your sabbatical. If business conditions change during your absence, the organization will make reasonable efforts to help you find a suitable position for which you are qualified at that time.
- During sabbatical, the employee must not take alternate employment of any nature or engage in political activity or stand for a public office.
- An employee is eligible for 2 sabbaticals in his/ her lifetime with Amagi, and the time gap between two sabbaticals should be a minimum of 7 years.
- Sabbaticals will be non-paid leave and would be considered as LWP (Leave Without Pay)
- Sabbaticals shall be at management discretion and would not be an entitlement. Employee would have to work with Amagi for a minimum of 2 years, post the sabbatical. In case any employee separates within 2 years post the sabbatical, the special sabbatical leave shall be adjusted/ deducted from the Paid Time off Leave accumulation or from final settlement in case there is insufficient leave accumulation.
- Performance process for employees returning from sabbatical –

- In case the person returns in a different role after sabbatical, the Year-end Performance review will be jointly carried out by both Managers (earlier and new), with weightage given to the review of the Manager for which the employee spends longer duration of time during the Performance year
- Effects of sabbatical on your benefits –
 - During the period of sabbatical, both employer and employee contribution towards PF will cease to exist
 - Gratuity and Medical Insurance will be as per the eligibility.

10) PROCESS FOR LEAVE APPLICATION

- For availing any type of leave, an employee needs to primarily keep one's Reporting Manager informed. For planned leave (e.g. - marriage / maternity / vacation), an employee needs to keep one's Reporting Manager informed at least 2 months in advance. Employees should set an 'Out of Office' message appropriately in one's inbox before proceeding for any long leave, providing contact details of any other colleague who may be reached for any work-related emergencies.
- To avail any type of leave in this document, one must apply in the HRMS (Darwinbox) with dates and reason of leave. If the employee has missed doing this before taking leave / if leave has been taken for sickness / employee has to take off in any emergency, the employee should apply leave immediately after returning to work.
- In certain cases, it may be possible that due to work-related exigencies, the Manager may use his/her discretion to ask for leave cancellation / postponement to another date.
- The below attachments are mandatory to avail the benefits for below Leave types in HRMS (Darwinbox):
 - Long Sickness – Medical document from a certified Medical Practitioner
 - Parental Leave - Medical document from a certified Medical Practitioner / Birth Certificate of the newborn
 - 'Paw'ternity Leave – Medical certificate provided by an authorized veterinarian giving details of the pet adopted / sickness, etc. if any
 - Marriage Leave – Wedding invitation / Certificate of the Marriage Registration signed by an authorized signatory.
 - Adoption Leave – A matching certificate showing the name and address of adoption agency

11) UNAUTHORIZED ABSENCE

- Sustained Absence of 3 days or more without adequate cause / reason, without any prior intimation, will be considered as Leave Without Pay
- If the employee is not reachable beyond such a period of 3 days of unauthorized absence (by Reporting Manager / HR) on any of the contact details provided by the employee, the same will be considered as intention to exit and will be treated accordingly.

12) NOTE

- HR reserves the right to make any changes to this policy; the same will be notified to all employees
- Any exception to this policy would require the approval of the Head HR / CEO of Amagi.