

Version 1's annual leave runs from 1st January to 31st December each year.

We add your contractual annual leave entitlement to your balance upon commencement of employment. If you join during the calendar year you will receive a pro-rated leave entitlement for the first year. Those of you on part-time, temporary or fixed term contracts will have your annual leave entitlement calculated on a pro-rata basis in accordance with the number of hours worked.

The purpose of this policy is to:

- Confirm the process for requesting annual leave.
- Provide information about annual leave entitlement and the carry over process.

### REQUESTING ANNUAL LEAVE

In order to plan periods of annual leave better, we encourage all employees to plan for the whole year or at least two quarters in advance. A good practice would be to discuss with your manager and finalize your annual leaves in your 1:1 discussions. Employees are expected to plan their time off in advance and avoid last minute time off.

All annual leave needs to be requested in advance under "Time-off" in Atlas. You can also see your up-to-date annual leave entitlement on [Atlas](#).

Your individual annual holiday entitlement is detailed in your Contract of Employment. Your annual leave request will go to your line manager for approval. Once reviewed by your line manager, you will receive a notification via email that your annual leave has been approved/declined.

If your annual leave request is declined your manager will detail the reason. In general, no more than 10 days annual leave will be approved to be taken at one time. However, if there are exceptional reasons that you are requesting more than 10 days annual leave, please discuss this with your manager in advance of making the request via [Atlas](#).

If you have any queries on your entitlement, please reach out to [HR Operations](#). We recognise that our people need to have a 'work/life balance' so we encourage everyone to use their full leave entitlements within the leave year they fall. This is essential from a health and wellbeing perspective to ensure you take the time to switch off from work.

### ANNUAL LEAVE CARRY-OVER

Please be aware that a maximum of 15 days may be carried forward to your next year annual leave balance without approval.

Anything above this amount will be automatically wiped from your record at year end. It is your responsibility to manage your leave entitlement throughout the year and ensure that you take your annual leave by the end of the calendar year.

Carry-over of more than 15 days will only be approved in exceptional circumstances.

Carried over days must be used up by 31st March of the new leave year or it will be deducted from your balance.

If your leave cannot be taken by the cut-off date and needs to be postponed. Please notify [HR Operations](#) with written confirmation from your manager of the approval.



## PART-TIME ANNUAL LEAVE ENTITLEMENT

As a part-time employee, your entitlement is pro-rated in accordance with your contractual working days/hours or in accordance with your length of service for fixed-term employees.

[HR Operations](#) will confirm your leave entitlement in writing if your full-time hours change due to having a flexible/part-time working request approved.

## BANK HOLIDAYS

The bank holiday entitlement is as follows for Pune & Bangalore.

Bank Holiday
New Year
Makara Sankranti
Republic Day
Maha Shivaratri (Optional)
Good Friday
Ugadi/Gudi Padwa
Ramadan/Eid Ul Fitr (Optional)
Ganesh Chaturthi
Ganesh Visarjan – Applicable only to Pune
Dasara Vijaya Dashami
Kannada Rajyothsava – Applicable only to Bangalore
Diwali - Naraka Chaturdasi
Diwali - Balipadyami

All employees in Pune and Bangalore have 11 public holidays, 1 of which is optional holiday which is specific to each location. Please note that these days are pre-populated on your timesheets with the exception of the optional holiday.

Please reach out to [HR Operations](#) if you have any questions on this policy.