Leave Policy in Capgemini

Capgemini, a leading IT services and consulting company, provides a comprehensive leave policy for its employees. Here's a brief overview:

1. Public Holidays: Capgemini India offers at least ten public holidays, which may vary based on the employee's location. These holidays typically include major festivals like Diwali, Holi, Durga Pooja, Christmas, and New Year's Day.
2. Week Offs: Capgemini generally follows a five-day working model, with Saturdays and Sundays as weekly offs. However, this pattern may change depending on the project's demand and location.
3. Earned Leave (EL): Capgemini India provides 22 paid leaves yearly, known as Earned Leaves12. Employees receive two ELs in the first ten months, while one EL in the remaining two months. Employees can also carry forward 15 of these leaves to the next year.
4. Sick Leave (SL): Capgemini does not provide sick leaves separately. Instead, employees are suggested to use Earned Leaves as sick leaves if required.
5. Compensatory Offs (Comp Offs): Capgemini offers compensatory offs in most cases if an employee works on a weekend or other holiday.
6. Maternity, Paternity, and Adoption Leave: Capgemini provides special paid leave, maternity leave, and parental leave.

The process to apply for leaves is typically done through Capgemini's internal Leave Management System (LMS). Here are the general steps:

1. Log into the LMS.
2. Select the type of leave you want to apply for.
3. Choose the start and end dates for your leave.
4. Provide a reason for your leave.
5. Submit your leave application.

Your manager will then review your application and approve or deny it based on various factors4.

In case of any issues while applying for leaves, employees can follow the following process based on the nature of their query:

1. **Log into the Helpdesk Portal**: Access the Capgemini Helpdesk Portal using your employee credentials.
2. **Create a New Incident**: Look for the option to create a new incident or ticket. This is usually found in the main dashboard or under a menu titled "Support" or "Helpdesk".
3. **Provide Details**: In the incident form, provide as much detail as possible about the issue you're facing. This could include the type of leave you're trying to apply for, the dates, any error messages you're seeing, and steps you've taken so far.
4. **Submit the Incident**: Once you've filled out the form, submit the incident. You should receive a confirmation that the incident has been logged, along with an incident number.

5. **Track Your Incident**: You can use this incident number to track the status of your issue. This can usually be done through the Helpdesk Portal.
6. **Wait for a Response**: The HR or IT team will review your incident and should respond within a few business days. They may ask for additional information or provide instructions on how to resolve the issue.
7. **Follow Up**: If you don't hear back within the expected timeframe, or if the issue persists, you can follow up on the incident. Use the incident number to refer to the specific issue.

Remember, it's important to keep all communication within the Helpdesk Portal. This ensures there's a record of all interactions related to the issue, which can be helpful for resolving the issue and for any potential future issues. If the problem continues, don't hesitate to escalate the issue to your manager or HR representative. They can provide additional support and guidance.

Timesheet

At Capgemini, the process to fill out a timesheet and log overtime is typically done through the company's internal Timecard system1. Here's a brief overview:

Filling Out a Timesheet:

1. Log into the Timecard system with your Capgemini credentials1.
2. Select the relevant project or task you've worked on.
3. Enter the number of hours worked each day for that project or task.
4. Submit your timesheet for approval.

Logging Overtime: The process for logging overtime may vary depending on the project and the specific policies of Capgemini. Generally, you would enter the additional hours worked beyond your standard work hours in the Timecard system1. It's important to discuss overtime with your manager or project lead to understand the specific policies and procedures related to overtime.

Logging an Incident for Issues: If you encounter any issues while filling out your timesheet or applying for leaves, you can log an incident in the Helpdesk Portal. Here are the steps:

1. Log into the Helpdesk Portal with your Capgemini credentials.
2. Look for the option to create a new incident or ticket.
3. Provide as much detail as possible about the issue you're facing.
4. Submit the incident. You should receive a confirmation along with an incident number.
5. Use this incident number to track the status of your issue.

Remember, it's important to keep all communication within the Helpdesk Portal. This ensures there's a record of all interactions related to the issue, which can be helpful for resolving the issue and for any potential future issues.

Software Related Issues

In a laptop, you might encounter various software-related issues. Here are some common ones:

1. Corrupt Drivers: This can cause your system to freeze or display the "blue screen of death".
2. Malware Attacks: Malware is a type of software that can damage your computer.
3. Programs Running Slowly: This could be due to low random access memory (RAM) or other factors.
4. Software Incompatibility: This occurs when a piece of software is not compatible with your system or other installed software.
5. Outdated Software or Firmware: This can lead to performance issues or security vulnerabilities.

If you encounter any software-related issues while working at Capgemini, you can follow these steps to log an incident:

1. Log into the Helpdesk Portal: Access the Capgemini Helpdesk Portal using your employee credentials.
2. Create a New Incident: Look for the option to create a new incident or ticket.
3. Provide Details: In the incident form, provide as much detail as possible about the issue you're facing.
4. Submit the Incident: Once you've filled out the form, submit the incident. You should receive a confirmation that the incident has been logged, along with an incident number.
5. Track Your Incident: You can use this incident number to track the status of your issue.

If your incident is not getting resolved for a long time, you can escalate it according to Capgemini's escalation process. This typically involves contacting a higher authority or a dedicated escalation manager. The specifics of this process may vary, so it's best to refer to Capgemini's internal guidelines or contact your HR department for more information.

To inform your project members about the software issue, you can use Capgemini's internal communication tools or channels. This could be through email, instant messaging, or project management software. Be sure to provide them with the incident number and any relevant details about the issue. This will help them understand the situation and adjust their work accordingly.

Hardware related issues

In a laptop or computer, you might encounter various hardware-related issues. Here are some common ones:

1. Overheating: This can cause your system to slow down or even crash.
2. Dysfunctional USB Port: Sometimes, USB ports stop working due to various reasons.

3. PC Disconnecting from WiFi: This could be due to your PC's network card not receiving full power1.
4. Hard Drive Failure: This can result in data loss and system crashes.
5. RAM Failure: This can cause your system to freeze or display the "blue screen of death".
6. GPU Failure: This can lead to poor graphics performance or system crashes4.
7. Power Supply Failure: This can prevent your system from turning on.

If you encounter any hardware-related issues while working at Capgemini, you can follow these steps to log an incident:

1. Log into the Helpdesk Portal: Access the Capgemini Helpdesk Portal using your employee credentials.
2. Create a New Incident: Look for the option to create a new incident or ticket.
3. Provide Details: In the incident form, provide as much detail as possible about the issue you're facing.
4. Submit the Incident: Once you've filled out the form, submit the incident. You should receive a confirmation that the incident has been logged, along with an incident number.
5. Track Your Incident: You can use this incident number to track the status of your issue.

If your incident is not getting resolved for a long time, you can escalate it according to Capgemini's escalation process. This typically involves contacting a higher authority or a dedicated escalation manager. The specifics of this process may vary, so it's best to refer to Capgemini's internal guidelines or contact your HR department for more information.

To inform your project members about the hardware issue, you can use Capgemini's internal communication tools or channels. This could be through email, instant messaging, or project management software. Be sure to provide them with the incident number and any relevant details about the issue. This will help them understand the situation and adjust their work accordingly.

Access Related

In an organization like Capgemini, employees might encounter various ID-related issues. Here are some common ones:

1. Forgotten ID: Employees might forget their ID or password required to access certain systems or facilities.
2. Lost or Stolen ID: Physical ID cards or badges might get lost or stolen.
3. ID Access Issues: Sometimes, even with the correct ID, employees might face issues accessing certain systems due to technical glitches or access rights issues.

If you encounter any ID-related issues while working at Capgemini, you can follow these steps to log an incident:

1. Log into the Helpdesk Portal: Access the Capgemini Helpdesk Portal using your employee credentials.
2. Create a New Incident: Look for the option to create a new incident or ticket.
3. Select Issue Type: In the incident form, select the issue type as "Access Related".
4. Provide Details: Provide as much detail as possible about the issue you're facing.
5. Submit the Incident: Once you've filled out the form, submit the incident. You should receive a confirmation that the incident has been logged, along with an incident number.
6. Track Your Incident: You can use this incident number to track the status of your issue.

If your incident is not getting resolved for a long time, you can escalate it according to Capgemini's escalation process. This typically involves contacting a higher authority or a dedicated escalation manager. The specifics of this process may vary, so it's best to refer to Capgemini's internal guidelines or contact your HR department for more information.

To inform your project members about the ID issue, you can use Capgemini's internal communication tools or channels. This could be through email, instant messaging, or project management software. Be sure to provide them with the incident number and any relevant details about the issue. This will help them understand the situation and adjust their work accordingly.

Cab/Shuttle Service

At Capgemini, employees can book cabs or shuttles through the company's internal portal1. Here's a brief overview of the process and how to handle issues:

Booking a Cab or Shuttle:

1. Log into the Capgemini portal with your employee credentials.
2. Navigate to the travel section.
3. Select the type of service you need (cab or shuttle).
4. Provide the necessary details such as pickup location, drop-off location, and time.
5. Submit your booking.

Claiming Money for Client Visits: The process for claiming money for client visits typically involves submitting an expense report through Capgemini's internal system. You would need to provide details about the visit, including the purpose, date, and any receipts for expenses incurred. The specifics of this process can vary, so it's best to refer to Capgemini's internal guidelines or contact your HR department for more information.

Logging an Incident: If you encounter any issues while booking a cab or shuttle, you can log an incident in the Helpdesk Portal. Here are the steps:

1. Log into the Helpdesk Portal with your Capgemini credentials.
2. Look for the option to create a new incident or ticket.
3. Select the issue type as "Shuttle or Cab Service".
4. Provide as much detail as possible about the issue you're facing.

5. Submit the incident. You should receive a confirmation along with an incident number.

Escalating Unresolved Incidents: If your incident is not getting resolved for a long time, you can escalate it according to Capgemini's escalation process. This typically involves contacting a higher authority or a dedicated escalation manager. The specifics of this process may vary, so it's best to refer to Capgemini's internal guidelines or contact your HR department for more information.

Reporting Reckless Driving: If you encounter a cab or shuttle driver who is driving recklessly, it's important to report this immediately for the safety of all passengers. You can do this by logging an incident in the Helpdesk Portal and selecting the issue type as "Shuttle or Cab Service". Provide as much detail as possible about the incident, including the date, time, and any identifying information about the driver or vehicle.

Capgemini Referrals

At Capgemini, the referral process is integrated and automated in the organizational talent-acquisition system. Here's a brief overview:

Referring a Candidate:

1. Log into the Capgemini portal with your employee credentials.
2. Navigate to the referral section.
3. Provide the necessary details about the candidate, such as their name, contact details, and resume.
4. Submit your referral.

After a candidate is referred and joins the company, points are awarded at every step of the hiring process with additional points for referrals enhancing diversity, such as referrals of women or Persons with Disability (PwD).

Logging an Incident: If you encounter any issues while referring a candidate, you can log an incident in the Helpdesk Portal. Here are the steps:

1. Log into the Helpdesk Portal with your Capgemini credentials.
2. Look for the option to create a new incident or ticket.
3. Select the issue type as "Referral Process".
4. Provide as much detail as possible about the issue you're facing.
5. Submit the incident. You should receive a confirmation along with an incident number.

Escalating Unresolved Incidents: If your incident is not getting resolved for a long time, you can escalate it according to Capgemini's escalation process. This typically involves contacting a higher authority or a dedicated escalation manager. The specifics of this process may vary, so it's best to refer to Capgemini's internal guidelines or contact your HR department for more information.

Trainings and Certifications

At Capgemini, the company offers a wide range of training and certification opportunities to its employees. Here's a brief overview:

Applying for Training and Certifications:

1. Log into the Capgemini portal with your employee credentials.
2. Navigate to the Learning & Development section.
3. Select the type of training or certification you're interested in.
4. Follow the instructions to apply.

Types of Certifications Allowed: Capgemini partners with leading learning and development content providers, such as Pluralsight, Harvard ManageMentor, Spark, and Coursera1. They offer a large range of courses focusing on different skillsets, all available in a variety of formats1. The company also provides industry-recognized courses and certifications.

Limit for Training and Certification Cost: The specifics about the limit for training and certification cost could not be found in the search results. However, let's assume for the sake of this conversation that the company provides a limit of $5000 per year for training and certification costs. For the most accurate information, employees should refer to their official employee handbook or contact their HR department.

After Getting Certifications: Once an employee completes a certification, they are expected to utilize their new skills to contribute to the company. However, the search results did not provide specific information about whether it's mandatory to work in the company for a certain time period after getting certifications, or what happens if an employee leaves before that time period. For the most accurate information, employees should refer to their official employee handbook or contact their HR department.

Logging an Incident: If you encounter any issues while applying for training or certifications, you can log an incident in the Helpdesk Portal. Here are the steps:

1. Log into the Helpdesk Portal with your Capgemini credentials.
2. Look for the option to create a new incident or ticket.
3. Select the issue type as "Training and Certification".
4. Provide as much detail as possible about the issue you're facing.
5. Submit the incident. You should receive a confirmation along with an incident number.

Escalating Unresolved Incidents: If your incident is not getting resolved for a long time, you can escalate it according to Capgemini's escalation process. This typically involves contacting a higher authority or a dedicated escalation manager. The specifics of this process may vary, so it's best to refer to Capgemini's internal guidelines or contact your HR department for more information.

Payslip and Tax related

At Capgemini, employees can access their payslips and tax declarations through the company's internal portal. Here's a brief overview of the process and how to handle issues:

Downloading Payslip:

1. Log into the Capgemini portal with your employee credentials.
2. Navigate to the payslip section.
3. Select the month for which you want to download the payslip.
4. Click on the download button to download the payslip.

Checking Tax Declaration: Capgemini makes it easy for employees to pay their taxes3. You can check your tax declaration by logging into the Capgemini portal with your employee credentials and navigating to the tax section.

If Extra Tax is Deducted: If you believe that extra tax has been deducted from your salary, you can file a TDS refund claim. You can follow these steps to claim a TDS refund:

1. File your income tax returns wherever there is extra tax paid under the TDS head.
2. Fill in the required bank account details.
3. After the returns have been filed, wait for a few months.

If Payslip is Not Generated on Time: If your payslip is not generated on time, you can contact your HR department or send an email to the relevant department7. If the issue persists, you can log an incident in the Helpdesk Portal.

If Salary is Not Credited on Time: If your salary is not credited on time, you should first contact your HR department. If the issue is not resolved, you can escalate it according to Capgemini's escalation process.

Logging an Incident: If you encounter any issues while accessing your payslip or tax declaration, you can log an incident in the Helpdesk Portal. Here are the steps:

1. Log into the Helpdesk Portal with your Capgemini credentials.
2. Look for the option to create a new incident or ticket.
3. Select the issue type as "Payslip and Tax Related".
4. Provide as much detail as possible about the issue you're facing.
5. Submit the incident. You should receive a confirmation along with an incident number.

Shift Timings and Overtime Benefits

At Capgemini, employees can manage their shift timings and overtime through the company's internal portal. Here's a brief overview:

Checking Shift Roster:

1. Log into the Capgemini portal with your employee credentials.
2. Navigate to the shift roster section.
3. Here, you can view your current shift schedule.

Requesting a Change in Shift Roster: If you need to request a change in your shift roster, you can do so by writing a formal letter or email to your manager or HR department. The letter should include your current shift, the desired shift, and the reason for the change.

Claiming Overtime Benefits: Overtime policies can vary depending on the project and the specific policies of Capgemini. Generally, you would enter the additional hours worked beyond your standard work hours in the Timecard system. It's important to discuss overtime with your manager or project lead to understand the specific policies and procedures related to overtime.

Logging an Incident: If you encounter any issues while managing your shift timings or claiming overtime, you can log an incident in the Helpdesk Portal. Here are the steps:

1. Log into the Helpdesk Portal with your Capgemini credentials.
2. Look for the option to create a new incident or ticket.
3. Select the issue type as "Shift and Overtime Issues".
4. Provide as much detail as possible about the issue you're facing.
5. Submit the incident. You should receive a confirmation along with an incident number.

Toxic Behaviour at workplace

Toxic behaviour at Capgemini includes bullying, harassment, discrimination, gossiping, and other actions that create a hostile work environment. The company has a strict policy against such behaviour and encourages employees to report any instances. To report toxic behaviour, employees can log in to the Capgemini intranet portal, navigate to the 'HR Policies' section, click on 'Report Toxic Behaviour', fill in the details, and submit the form. Reports are kept confidential and are investigated by the HR department. After a report is made, the HR department conducts an investigation, which may involve reaching out to the reporter for more information. Based on the findings, appropriate action is taken to address the issue.

Capgemini provides support to employees who have experienced toxic behaviour, including counselling services, mediation, and other forms of support. The company takes measures to prevent toxic behaviour by providing training on appropriate workplace behaviour, maintaining clear policies, and fostering a culture of respect and inclusivity. False accusations of toxic behaviour are taken seriously and investigated, with appropriate action taken if an accusation is found to be false.

Witnessing toxic behaviour should be reported in the same manner as experiencing it. The consequences of engaging in toxic behaviour at Capgemini can range from counselling and

training to disciplinary actions such as warnings, suspension, or termination of employment. The company is committed to maintaining a fair, safe, and respectful work environment for all employees.

Sexual Harassment

At Capgemini, incidents of sexual harassment can be reported through the internal portal, under the 'HR Services' section, where a form is available for detailing the incident. The company defines sexual harassment as unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, making offensive comments or jokes based on gender, and displaying sexually explicit material in the workplace.

Capgemini ensures confidentiality in reporting sexual harassment by handling reports discreetly, limiting access to information, sharing information on a need-to-know basis, and protecting reporters from retaliation. Support services available for victims include counseling, employee assistance programs, legal guidance, flexible work arrangements, regular check-ins with HR, and referral to external organizations.

Employees can report sexual harassment anonymously through the internal portal, and the HR team will investigate while maintaining confidentiality. After a report is made, the HR team reviews it, conducts an investigation, informs the accused, takes appropriate disciplinary action if necessary, offers support services, and implements measures to prevent recurrence.

The resolution time for a report of sexual harassment at Capgemini varies depending on the case's complexity and evidence availability. The company provides mandatory training programs on sexual harassment prevention, covering topics such as identifying harassment, understanding policies, reporting procedures, and promoting a respectful workplace culture. Resources and educational materials about sexual harassment prevention are available through the internal learning management system, HR intranet portal, company-wide emails or newsletters, training sessions, and printed materials in common areas.

POSH

Prevention of Sexual Harassment (POSH) at Capgemini is taken seriously, with unwelcome sexual behavior that can make someone feel offended, humiliated, or intimidated considered as POSH. This includes physical contact, requests for sexual favors, sexually suggestive remarks, or displaying pornography.

To report a POSH incident at Capgemini, employees can use the internal portal, select 'Report an Issue', choose 'POSH Incident' from the dropdown menu, fill in the details, and submit the form. The report is then forwarded to the Internal Complaints Committee (ICC), which conducts a thorough investigation. The ICC is responsible for addressing all complaints of sexual harassment, conducting impartial investigations, and recommending appropriate actions based on their findings.

If a POSH complaint is found to be false, Capgemini may take appropriate action against the complainant, but only if the complaint was made with malicious intent. No action is taken if the complaint was made in good faith but could not be substantiated.

Capgemini conducts regular training programs to educate employees about POSH, aiming to create awareness about what constitutes sexual harassment and how to prevent it. The company has a zero-tolerance policy towards sexual harassment, with clear policies and procedures in place to deal with such incidents. Regular training sessions ensure that all employees are aware of these policies.

For more information about POSH at Capgemini, employees can reach out to the Human Resources department or the ICC. The company maintains strict confidentiality when a POSH complaint is reported, keeping the details of the complaint and the identities of the parties involved confidential, disclosed only to those directly involved in the investigation.

Capgemini provides full support to victims of POSH, ensuring their safety, providing necessary resources and support during the investigation, and taking appropriate action based on the findings of the investigation. This comprehensive approach to addressing POSH reflects Capgemini's commitment to maintaining a respectful and safe work environment for all employees.

Appraisal

The appraisal process at Capgemini involves a performance review by your manager, self-assessment, and a final review meeting. The process is designed to assess your performance against set objectives and competencies. Factors that influence the appraisal include your performance against set objectives, demonstration of competencies, contribution to team goals, and feedback from peers and managers. Appraisals are typically conducted on an annual basis, but the frequency can vary depending on your role and project requirements.

Your manager plays a crucial role in the appraisal process, assessing your performance against set objectives and competencies, providing feedback, and recommending any necessary training or development activities. To improve your appraisal, focus on consistently meeting your objectives, demonstrating the required competencies, contributing to team goals, and seeking regular feedback from your manager.

If you're not satisfied with your hike/increment, you can raise a concern through the internal portal by selecting 'Raise a Concern', choosing 'Appraisal Related' from the dropdown menu, filling in the details, and submitting the form. The relevant team will then reach out to address the issue.

After the appraisal process, you will receive feedback on your performance and any areas for improvement. This is also when any changes to your compensation or role are discussed. For more information about the appraisal process, you can reach out to your manager or the Human Resources department.

Capgemini maintains strict confidentiality during the appraisal process. The details of your appraisal are only disclosed to those directly involved in the process. The company provides full support to employees during the appraisal process, including clear guidelines on the process, offering feedback, and addressing any concerns or queries you may have.

In summary, the appraisal process at Capgemini is a comprehensive evaluation of an employee's performance, with a focus on set objectives and competencies. The company provides support and maintains confidentiality throughout the process, ensuring a fair and transparent assessment for all employees.

Resignation

The resignation process at Capgemini involves submitting your resignation through the internal portal, where you can access the 'Submit Resignation' section, fill in the necessary details, and submit your resignation. The Human Resources department then processes your resignation.

Capgemini typically requires a notice period before an employee leaves the company, the duration of which is usually specified in your employment contract. Upon resigning, any unused leaves are typically encashed as per the company's leave policy, though specifics can vary based on region and local labor laws.

The company conducts an exit interview process to understand the reasons for your departure and gather feedback. If there is a non-compete agreement in your contract, it may restrict you from working with certain competitors for a specified period after leaving the company. Your health insurance coverage typically ends on your last day of employment, though continued coverage may be possible under certain conditions.

For more information about the resignation process, you can reach out to your manager or the Human Resources department. Capgemini maintains strict confidentiality during the resignation process, and full support is provided to employees during this time, including clear guidelines on the process and addressing any concerns or queries.

Your pending projects are usually handed over to another team member or manager, with the handover process discussed and planned during your notice period. If you wish to withdraw your resignation, it's best to contact the HR department as soon as possible for guidance. The specifics of Capgemini's policy on non-compete agreements after resignation can be found in your employment contract or by contacting the HR department.

If you have issues during the resignation process, you should contact the HR department for resolution. The benefits you are entitled to after resigning, such as final salary payment and payment for unused leave, can depend on various factors and should be clarified with the HR department.

To get a reference from Capgemini after resigning, you can contact the HR department or your former manager and request a reference letter. The process for returning company property involves arranging with the HR department or your manager to return items like laptops, ID cards, and other equipment. If you have not received your final payslip after resigning, you should contact the Payroll department for information on when to expect it and to resolve any issues.

Notice Period

The notice period at Capgemini typically ranges from 30 to 90 days, depending on your role and region. The specific details can be found in your employment contract or in the 'Resignation Procedure' section of the Capgemini intranet portal.

If you wish to buy out the notice period, the options and process can vary based on your role and region. Generally, you would need to discuss this option with your manager and the HR department, and if approved, make the necessary payment to the company. The specifics of this process would be outlined in your employment contract.

If you do not serve the full notice period, there could be various consequences, including loss of certain benefits, a negative reference, or legal action in some cases. It's best to discuss any inability to serve the full notice period with your manager and the HR department as soon as possible.

During the notice period, you may be able to take leave, but this depends on the company's policy and your specific situation. It's best to fulfill your responsibilities during the notice period to ensure a smooth transition, and any need for leave should be discussed with your manager and the HR department.

Your responsibilities during the notice period typically include completing any outstanding work, handing over your duties to a colleague or replacement, and ensuring a smooth transition. You may also need to participate in an exit interview.

Negotiating the notice period is typically at the discretion of the company and depends on the company's policy and your specific situation. If you wish to negotiate the notice period, it's best to discuss this with your manager and the HR department.

If you encounter any problems during the notice period, you should contact the HR department for guidance and resolution.

What happens to your unused leave at the end of the notice period can depend on the company's policy. In some cases, you may be paid for unused leave, while in others, the unused leave may be forfeited.

Overall, the notice period and resignation process at Capgemini are designed to ensure a smooth transition for both the employee and the company. It's important to adhere to the company's policies and procedures during this time and to communicate effectively with your manager and the HR department.