



PSSPL – Policies

Version # 2.3

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Executive Summary

Importance:

Human resources policies provide the framework by which employees are expected to behave in the workplace. These policies are written statements of the company's standards and objectives and include all areas of employment, including recruitment, compensation, termination, benefits, employee relations and leaves of absence. They contain rules on how employees must perform their jobs and interact with each other. Managers, employees and the HR department all have roles in ensuring that HR policies are effectively implemented.

Purpose:

HR policies ensure that a company complies with relevant legislation, employment contracts and collective bargaining agreements. These policies reduce the risk of corporate liability or employee lawsuits. HR policies address areas critical to the company mission, ensuring operational efficiency. They clarify expectations of performance and behavior and help create the desired workplace culture. On the other hand, HR policies protect employees from arbitrary and discriminatory actions by management. Employees can refer to the policy manual in case of conflict or disagreement.

Features:

Policies contain general guidelines for behavior, which employees are usually asked to acknowledge in a written form. They also define consequences if the rules aren't followed, such as various forms of disciplinary action, including termination. As policies may not cover all situations, they should provide management with the flexibility to make decisions based on individual circumstances.

Employee Responsibilities:

Employees are responsible for following the established norms of behavior. HR policies often set standards for working hours, attendance, workplace conduct, and health and safety. Policies on respect, anti-harassment and nondiscrimination provide guidelines in resolving workplace conflicts and handling complaints. This promotes a positive work environment, enhances working relationships and improves productivity. HR policies help employees better understand their benefits and employment conditions, thus reducing the incidence of grievances.

Code of Conduct

Policy	Code of Conduct
Objective:	The code of conduct is a guide for all the Employees, including the Directors, Trainees, Office Boys etc. to act with professionalism, honesty, integrity and with high moral and ethical standards.
Coverage:	It applies to Director, all the Employees, Trainees, Office boys etc.
Policy Panel:	HR, Directors, Technical Project Managers
Acting Panel Members:	HR and Technical Project Managers
Policy Owner:	Human Resource
Policy Auditor:	Human Resource
Execution/Operating Guidelines: They are expected to demonstrate exemplary personal conduct through adherence to the following: <p>Conflict of Interest</p> <ol style="list-style-type: none"> 1. We must avoid all such situations in which our personal interest conflicts with company's interest. 2. All of us are expected to avoid personal activities and financial interests which could be in direct conflict with our responsibilities to the company. 3. We must not seek gain for ourselves or others through misuse of our positions. 4. We should bring to the notice of higher management all conflicts or potential conflicts, personal or otherwise, for guidance and action as appropriate. <p>Transparency</p> <ol style="list-style-type: none"> 1. We shall ensure that all our actions are totally transparent. <p>Integrity</p> <ol style="list-style-type: none"> 1. We will not accept any gifts from our customers, suppliers and service providers. In situations where there is no direct interest, we will inform the management about the gifts received by us. 2. We will strive to uphold the values of the company in every action and decision that we make. <p>Ownership</p> <ol style="list-style-type: none"> 1. We will accept personal accountability in all the tasks/assignments that are entrusted to us. 2. We will help our fellow employees to improve their effectiveness. 3. We will act like owners by treating the company's assets as our own. <p>Commitment</p> <ol style="list-style-type: none"> 1. We will strive to honor all commitments made by us during the course of our work. In an event, where we are not able to honor the commitment(s), we will immediately inform our customers / superiors about the delay and state the reasons for such delays. 2. We will demonstrate strong commitment towards achieving company goals and will put in our best in achieving such goals/targets. 	

Trust

1. We will respect all our colleagues, customers, suppliers and shall treat them in the same way that we would like to be treated by others.
2. We have confidence in each other's capabilities and will extend full support to others in achieving their goals.
3. We firmly believe that we can contribute to our fullest potential only where there is an environment of trust.

There are reasonable rules of conduct which MUST be followed in the company.

Following is a list of a few offenses which a member will be charged guilty of:

4. Disclosing your own salary, incentives or any remuneration information with any employee / persons associated with company.
5. Disclosing PSSPL Salary slips to any individual or non-government bodies or organizations without written consent from PSSPL.
6. Engaging into any other paid work assignment with any individual or body in any manner without written consent from PSSPL.
7. Any action / communication within office, on social media [e.g. Facebook, LinkedIn, Twitter and any other] that is not in goodwill of PSSPL or any of its employees, individuals associated with PSSPL.
8. Willful and /or repeated dishonor of any point within this policy document apart from terms and conditions per employment agreement.
9. During work hours Mobiles to be kept silent/vibrating mode inside office premises. Personal or private calls to be taken outside the office premises not to be extended beyond 10mins.
10. During work hours Gaming, Unnecessary Chat, Watching of Non-Professional videos etc. on mobile phones is not permitted.
11. Usage of Internet, access to various sites, YouTube, Facebook etc. is restricted to Professional work assignments/task only.
12. Absenteeism – continuous or frequent absence, absence without intimation, absence without any genuine reason.
13. Dishonesty, including falsification of Company-related documents, or misrepresentation of any fact.
14. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
15. Possession of, consumption of, or being under the influence of alcoholic beverages/smoking /tobacco while on Company or on Company business.
16. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or un- prescribed controlled substances.
17. Reporting to work with illegal drugs or un-prescribed controlled substances in your body.
18. Possession of weapons, firearms, ammunition, explosives, or fireworks on Company or customer premises.
19. Willful neglect of safety practices, rules, and policies.
20. Commission of a crime or other conduct which may damage the reputation of the Company.
21. Use of profane language while on Company business.
22. Stealing, misappropriating, or intentionally damaging property belonging to the Company or its customers or employees.
23. Unauthorized use of the Company's name, logo, funds, equipment, vehicles, stationery or property.
24. Insubordination, including failure to comply with any work assignments or instructions given by any Company supervisor with the authority to do so.

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25. Interference with the work performance of other employees.
26. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
27. Failure to maintain the confidentiality of trade secrets or other confidential information belonging to the Company or its customers.
28. Failure to comply with the personnel policies and rules of the Company.
29. Sexual harassment of any employee at workplace.

In case of Violation:

- Depending on the severity or frequency of the disciplinary problems, non-execution of the above-mentioned points - a verbal or written warning, suspension without pay, termination, disciplinary probation, or discharge any of the necessary action will be taken up. The said action will be as per the statutory law applicable to the organization.

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Work Hour Policy

Policy	Work Hour Policy
Objective	The objective is to ensure that every employee is aware of the company's expectations in working hours, maintaining punctuality and regularity as per the guidelines of this policy and adhere the same with self-discipline.
Coverage	It applies to all the employees [permanent & probationers], project trainees & other staff members
Exclusions	-
Accountable Panel Members	HR, Technical Project Managers, Tech Leads, QC Lead, Business Head, Director & head of respective departments i.e. all the reviewers
Owner of Policy	Human Resource
Auditor of Policy	Director

Below is the definition for the policy:

1. Employee: Anyone who is on the payroll of the company is termed as employee
2. Project trainees: Anyone who is associated with the work of the company and undertaking any unpaid training/learning. Anyone who is associated with the work of the company and undertaking any training along with stipend.
3. Office staff: Anyone (with or without contract) who is responsible for the housekeeping, admin supportive activities of office premises.
4. Office working hours: the office working hours are considered 10:00 AM to 7:00 PM
5. Normal Work Duration: 9 hours
6. Night Shifts Duration: 9:00 PM to 5:00 AM (8 hours)
7. Training Day Work Duration: 9:00 AM to 1:30 PM without lunch break
8. Calendar Year: Jan to Dec of any particular year.
9. Lunch Break time: 45 minutes (1:00 PM to 1:45 PM)
10. Evening Break time: 15 minutes (in between 5:00 PM to 5:15 PM)
11. Late coming: Arriving at office beyond the flexibility of 15 minutes of expected time.

Workdays: Monday to Friday and Last Saturday of every month

Food Reimbursement conditions: Employee can claim food bill worth rupees in between 150 to 200/- for all the locations for working an additional 2.5 hours of their normal work duration. The additional hours of work should be pre-approved by your Technical Project Manager and should be for the client/organization need only. The extended working hours consumed due to pending tasks due to absenteeism, long breaks, mobile usage etc. will not be approved in any situation.

A. Office Timings

1. Each one must follow the office working hours 10:00 AM to 7:00 PM on all working days.
2. Members working in a different Time Zone based on Project requirement need to intimate HR regarding same and need to complete hours as mentioned. Any changes in project timing pl. intimate HR.
3. Thus, members as per project coming at 10:30am need to work till 7:30pm, similarly 11:00am to 8:00pm, 12:00pm to 9:00pm and so on.
4. Employees must maintain 9 hours of work exclusively of any time spent outside office premises for any nonofficial purpose.
5. Flexibility of 15 minutes late is permitted.

In case of breach on the above points:

If a person is found out to be late i.e. any time after 10:15 AM in a month – flexibility is given for two times late coming in one work month, again they must complete work hours if coming late but, if it goes beyond three times i.e. from 3rd late coming and onwards 0.5 Leave will be deducted [for each late coming].

B. Night Shift office timings:

1. It is applicable to one who works for the night shift (9:00 PM to 5:00 AM)
2. Employees must maintain 8 hours of work exclusively of any time spent outside office premises for any non-official purpose.
3. Flexibility of 15 minutes late is permitted.

In case of breach of the above points:

If a person is found out to be late i.e. any time after 9:00 PM in a month – flexibility is given for two times late coming in one work month, if it goes beyond two times i.e. from 3rd late coming and onwards 0.5 Leave will be deducted [for each late coming].

C. Special Time Slots:

1. Employees who are asked to come in different time slots by their Technical Project Manager/Reporting person need to intimate HR regarding the same. Also, it is the responsibility of the respective reporting person to intimate HR and management.
2. Employees must maintain 9 hours of work exclusively of any time spent outside office premises for any non-official purpose.
3. Flexibility of 15 minutes late is permitted.
4. If an employee is coming early, it is the responsibility of the employee to communicate the specific timings to his Reportee and HR in written. He must ensure the punch/office keys.

In case of breach on the above points:

If a person is found out to be late i.e. any time after 10:15 AM in a month – flexibility is given for two times late coming in one work month, if it goes beyond two times i.e. from 3rd late coming and onwards 0.5 Leave will be deducted [for each late coming].

In case of Exigencies:

1. If an employee works beyond 2.5 hours from normal working hours, then they will be given flexibility to be at the office at the latest by 11:15 am the next day. They can leave at normal working hours & will be considered as full day.
2. It is each individual member's responsibility to intimate their respective Reportee member on or before 9:30 AM for any of their incoming timing change [with genuine reason]. The intimation must be to their respective lead ONLY; in case if Lead is uncontactable, intimation shall be made to HR. Failure of the same or any workday when member is not in office within given flexibility slot and Lead/HR does not have any intimation – will be treated as "Late Coming."
3. If the frequency of Late coming intimation increases i.e. more than 2 times in a month the said intimation won't be taken into consideration by TPM & HR until and unless TPM feels that the reason was genuine & justifiable
4. A member leaves the office without completing work hours due to emergency, health or any other reason with the permission of their reviewer they need to compensate for those hours the very next day. In case they are not able to compensate in that case the early going day will be treated as Half Day. In case of any genuine condition the final decision will be taken by management.
5. In case of exceptional exigency – decision must be taken by lead/Reportee Member to adhere to overall policy and intimation to be sent to HR.
6. Any member coming early or late to the office or leaving late or early from office should intimate to their respective TPM/TL & HR well in advance.
7. Any member working from home their timings will be tracked through their Sign In & Sign Out in payroll along with breaks. In case of any discrepancy, they need to justify their hours. Also, if there is a power cut or internet issue, they need to inform their managers immediately and compensate them for those lost hours on the same day or the very next day itself.
8. We don't have any compensation policy for the less work hours [i.e. less than 9 hrs.] in the office. In case, of exception/emergency outage of member from the office, respective team managers are authorized for the approval of the same. Both Team members and Technical Project Managers needs to follow below process

Step 1 – Each Member needs to send a REQUEST email to the Technical Project Manager regarding an emergency leave keeping HR in CC.

Step 2 – Based on the case, Technical Project Manager will decide whether to provide an Approval/Non-Approval for emergency leave from the office. TPM needs to send email to the Member keeping HR in CC regarding the approval & even need to mention about the compensation of the hours to be done by the member.

Note – Without an approval of the TPM, if person goes for an emergency outage [e.g. 1 to 3 hrs.] from the office or member leaves office early than the office time, they said, will be considered as Half Day by the system

E. Punch Guidelines:

1. All the employees must check in and check out of the workplace using the access system at their location, violation of this will be considered as absenteeism and will be treated as half day or full day leave or LOP.
2. It is mandatory to wear the company ID card during the entire day at the office premises. Loss of access cards must be reported immediately to the respective Admin/HR team at the branch.
3. Employees must preserve the company card wherever applicable during the service period. In case of loss of company card by the employee the HR Department shall issue another card with a penalty of Rs.100 per card.
4. A regularization facility exists to register once presence in case a biometric fail to operate, or employee finger is not working properly. This must also be informed to HR through an email for the record.
5. Tailgating is not allowed, each and every time when member is going out of the office premises member has to punch IN and Punch OUT. Members cannot go along with others punch logs. Also, members cannot carry anybody else's ID card and punch on behalf of that person. Major actions will be taken on such instances.
6. If an employee is on duty outside the company, he/she must use the regularization facility upon his return and inform the HR Department through an email for the record.
7. Employees and their reviewers must freeze their attendance on a weekly basis for real time update. Final attendance must be frozen on or before the 1st day of next month. Salary will be calculated based on the attendance being frozen on that day.
8. Members who are working from home or any other location need to compulsory Sign IN and Sign OUT in GreytHR. In case of non-updating of same the day will be treated as leave and regularization will be discarded by the respective TPM/HR.

Leave Policy

Policy	Leave Policy
Objective	The objective is to regulate all forms of leave that are accrued (available) and to outline the procedures to be followed for the granting and availing of such leave. It facilitates employees to re-energize them and to take care of unexpected exigencies.
Coverage	Policy provisions apply to all the permanent employees & probationers.
Exclusions	-
Accountable Panel Members	Technical Project Manager, Business Head, QC Lead, HR Manager, Accounts Manager, & all the assigned reviewers
Owner of Policy	HR
Auditor of Policy	Managing Director

Definitions:

Calendar Year:

JANUARY TO DECEMBER - The one year [twelve months] period that begins on 1st January and ends on 31st December.

Annual Leaves in a Year:

We provide overall 26 Leaves in a year. Which is further bifurcated as 7 Casual Leave [CL] & 7 Sick Leave [SL] both are added on every 1st January of the year for all the confirmed employees. The remaining 12 leaves are termed as Earned Leave and will be given within the span of 12 months starting January to all the confirmed employees i.e. 1 leave every month is added on 1st day of every Month.

For those who are on probation the leaves will be credited in their accounts after their confirmation on a pro rate basis.

CL – Casual Leaves

- Taken for Casual work OR planned short events.
- Members are requested to take max. 2 CL's [continuous or non-continuous] in a month. In case of genuine reason, they can move ahead with 3 CL's [non-continuous]. Example. In the month of February have taken two continuous CL due to close relative marriage and in the same month due to urgent work in bank member was forced to take 1 more CL than it is allowed. Thus, reason should be genuine.

- A maximum of 2 CL at a stretch can be applied. Any leave [except Medical/Sick Leave] for more than two days at a stretch one needs to apply EL. Example – if a member is going on leave for 2.5days continuous one must apply EL.
- Members must apply for planned CL well in advance as per the policy i.e. 1 CL one week before, 2 CL before two weeks and so on
- Members have to compulsory mention the actual reason behind the leave application.
- On complete utilization of CL, members who want to avail leave can apply EL with the approval from Manager and HR.
- On completion of all the leaves, members must apply LOP - loss off pay and seek approval from manager.
- In case of zero CL balance, after that only members can apply EL if they would like to take leave for one or two days and if all EL's are consumed then member must apply LOP. [they cannot apply SL, if they have balance]
- If CL is to be taken on Training Saturday member must apply leave in advance or will be treated as LOP.
- At the end of the calendar year CL will lapse.
- Balance CL won't be paid during Full and Final settlement.
- CL cannot be clubbed with any other leave type. In case a member is on Casual leave and next day due to health issues not coming to office than either member has to apply both leaves as CL or SL.

SL – Sick Leaves

- When the members are not well, they can opt for Sick Leave [SL].
- Any Sick Leave [SL] more than 2 days – member need to submit medical certificate to respective HR. After that only the leave will be considered for final approval. If the medical certificate is not produced before the monthly attendance freezing date, the leaves will be considered as 'NON-MEDICAL' and processed in 2 + LWP mode.
- In case of zero SL balance, after that, if a member wants to take medical leave, they need to apply EL and if all EL's are consumed then member must apply LOP. [they cannot apply CL, if they have balance]
- If the member is not well for a long duration which is more than 7 days of SL or more than the SL balance available in the members leave account due to hospitalization, accident, disability etc. than member need to put a request to management for merging of leaves or final decision will be given by management based on the circumstances, proofs, situation submitted by the member to HR. SL can only be merged with EL if the said is being approved.
- If members have not used SL, it will be carried forward to next year, but no encashment will be given for SL.
- Balance SL won't be paid during Full & Final Settlement.
- On completion of all the leaves, members must apply LOP - loss off pay

EL – Earned Leaves

- Generally taken for vacation/family outing/leisure – to relax & have fun with family/friends/relatives etc.
- Also, can be applied for own marriage or close members death rituals or any kind of long-term emergency along with marriage or bereavement leave. Again, approval will be based on circumstances and situation and genuine reason.

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- Any Leave above 2 days, members need to apply EL. Eg. If a member would like to take 2.5days leave, one must apply for EL.
- Member has to compulsary mentioned the reason behind the leave - No personal reason is allowed to be mentioned.
- Member can avail min. 2.5 and max. 10days continuous EL including Sat/Sun/Holiday [sandwich rule]
- EL should be planned well in advance. Members applying for continuous 7 or more EL need to apply 2 months in advance. If planned and between 4 to 6, you need to apply min. before one month in advance. If planned and <4, need to apply min. before 2 weeks in advance.
- In case of continuous leave for 7 to 10 days, members can avail once in 6 months i.e. twice in a year.
- Once members have availed the above continuous EL i.e. 7 to 10 days twice in a year i.e. 6months/6months duration thus, in total it can be 14 to 20 days in a year and still would like to go for such continuous leave for 3rd time it won't be allowed breaching the same it will be treated as LWP.
- If a member has planned to go on a leave for 14 to 20 days EL at a stretch saying he/she is not going to take leave in next 6months, this is the only one time such long leave etc. apart from marriage leaves, such leaves are not permitted. Lastly, the decision will be of management.
- EL must always be planned except taken due to unexpected self-medical issues - in case of non-availability of CL member can apply EL but again it must be planned as it is min. for 2 days. Medical Doctors report, certificate, suggestions letter with genuine reports will only be taken into consideration. Hard copy should be submitted & HR can inquire with the respective doctors. MD's certificates are only valid for long leaves and MBBS for 2 to 3 leaves.
- EL encashment and carry forward will be done on Yearly basis based on the formula set by HR.
- Merging of leave is not allowed except for Additional Leaves Category. In case of emergency or special case it would be management discretion to merge leaves or not.
- One can avail EL if they don't have balance CL available in their account. But the said EL will be having clauses that are applicable to CL. Example – if member don't have CL and thus, want to go on a vacation were in he/she does have EL in balance, but he/she cannot apply more than 2 CL's at a stretch. If member goes for 5 days – can apply 2 CL and 3 LWP, but can't apply 5 CL at a stretch saying that he/she doesn't have balance EL.
- EL will be carried forwarded based on the calculation given by HR team at the year end, to the next year if not availed in a that particular year. Mainly a few EL's are carried forwarded, and few are encashed at the end of year.
- Encashment of EL will be done on Basic Salary and not Gross Salary.
- In case of resignation of any member – EL are not credited to his/her account during notice period. Balanced EL is encashed in the Full & Final Settlement.

Sandwich Leaves:

- If the weekly off / Paid Holiday falls in between two leaves, the weekly off / Paid Holiday will be counted towards the leaves. It would be treated as sandwich leaves. For example, if any type of leave is taken on Friday and on Monday then Saturday & Sunday will also be counted towards that leave.
- If the weekly off / Paid Holiday falls in between two half days, the weekly off / Paid Holiday will be counted towards the leaves. It would be treated as sandwich leaves. For example, if the second half leave is taken on Friday & first half leave is taken on Monday then Saturday and Sunday will be counted towards that leave.

Advance Notification: It is mandatory for all the members to provide advance notification for all the planned events and related leaves. In case of any emergency leave or leave due to health it is the duty of each member to update regarding same to their respective Manager and HR on immediate basis via phone, message etc. later they can apply the same through GreytHR.

Work from Home: Taken in case of medical issues, emergencies at home or hometown visit. Work needs to be done from Home only, members cannot treat it as staycation or workcation. In case, members are not working from home and are working from some other location, they need to take an approval from respective TPM and HR.

- Members who are on 100% Billable projects [inhouse projects are not to be considered] can avail WFH. Those members who are not on 100% billable projects or are on non-billable/inhouse projects on bench cannot avail WFH. For Meta Staff, except for genuine reasons or medical issues, members are not allowed to work from home. Again, if a member is having task that needs to be done then they will be given WFH otherwise they need to apply for leave.
- Members are allowed to take work from home for max. 6 days in a year, for a genuine reason. This includes medical/family emergencies. Basis MD/MS doctor's recommendation, we may allow more working days subject to submission of supporting documents for medical cases.
- Members will be given 6 days WFH out of which 3 days can be availed in first six months and rest 3 days in next six months. It cannot be availed together. In case member is not using 3 days WFH in first six months then those will be carry forwarded for remaining 6 months.
- Members who stay out of city i.e. minimum 200 km away for the work location (Different than their base work location) i.e. Ahmedabad, Vadodara and Indore can avail max. 10 days' work from home in a year, with genuine reason. This includes medical/family emergencies. Basis MD/MS doctor's recommendation, we may allow more working days subject to submission of supporting documents for medical cases.
- Members will be given 10 days WFH out of which 5 days can be availed in first six months and rest 5 days in next six months. It cannot be availed together. In case member is not using 5 days WFH in first six months then those will be carry forwarded for remaining 6 months.
- Approvers have a full right to reject the work from home if they have project deliveries, criticality or in case they don't feel reason is genuine or in case of work emergency. Thus, it's a reviewer and later on management discretion whether to provide WFH or not, as it completely depends on the reason and work need of the person during that time.
- During work from home members must inform well in advance except for medical and health related unexpected emergencies the WFH request must be received in written at most by 10:00 AM.
- We will not allow personal machines for code setup and OneDrive access. For WFH, office machines must be used due to data security issues. PSSPL support to provide the laptop if available in stock or else, members need to carry their machine home. Whenever possible, we will extend support for VPN access for accessing office machines.
- Members having laptops can carry the same during work from home. Laptop responsibilities are with members while working from home.
- During work from home members using a laptop whether office laptop or own the tracking tool will automatically be implemented and active.
- When a member is working from home the internet bandwidth should be min. 30mbps and it should be fiber or broadband, no mobile internet is allowed.
- They need to follow work from home policy and abide by the same.
- No leaves can be merged with work from home facility.

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- In case a member is on long work from home and is working out of the town where office branches are located only they can work from home on training Saturday, but those who are for short duration and are staying within the town where office branches are located they are not allowed to take work from home on Training Saturdays.
- In case of resignation while WFH, the member must report to office on immediate next day. In case of failure, the notice period will be extended accordingly. No KT will be permitted during the notice period if the member is WFH. For KT and handover, the member must report in the office only.

Execution/Operating Guidelines

- Official leaves are entitled for the Calendar Year i.e. January to December. An employee can take leave subject to the availability of leaves in his/her account.
- Frequent leaves/continuous leave practice won't be entertained anymore. Members & respective reporting heads will be questioned by HR for such practice.
- If continuous leave is taken on Fridays & Mondays – HR has full right to question the individual member and individual member need to justify the same. In case of non-justification or non-acceptance by HR then it will be considered as LWP
- In case of any other intended misuse of leaves – HR has the full right to question and take appropriate actions against the same.
- On Training Saturday – members need to intimate at least one week advance if they are not going to attend and need to apply full day leave. In case of emergency or any reason if they are not coming on Training Saturday, they need to justify the same. In case of non-justification or non-acceptance by TPM or HR then it will be considered as LWP
- Continuous EL should not stretch more than 10 workdays, in case, members need to avail more than 10 workdays they need to justify to their reporting person and get the approval. On which HR will sanction the same.

Additional Leaves:

LEAVE TYPE	LEAVE DAYS	ELIGIBILITY	TERMS & CONDITIONS
Paternity Leaves	2 days	Upto 2 kids	Leave is taken by father before, On the day or after the day of Delivery of Baby. He cannot merge these leaves with EL, CL or SL. Also, with the approval of TPM/Project manager they can work from home for 15 days inclusive the 2 days leave after born of baby or can avail work from home if required before 7 days & after 7 days of baby born.

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Marriage Leaves	5 days	Self-Marriage	<p>Members can go for max. 20 days on marriage leave this includes 5 days leave given by organization. Thus, a person can apply only max. 15days marriage leave in payroll. For marriage merger of EL & CL is allowed with a prior one-month advance intimation to HR. [it also includes weekend due to sandwich policy]</p> <p>* Any leave beyond sanctioned 20 days will be treated as LOP</p> <p>* Marriage leaves can be taken 10days before and 10days after marriage OR 5 days before and 15days after marriage OR 15days before and 5 days after marriage. Means members can take leave near to marriage i.e. before and after. Members cannot avail same later.</p>
Death of Close one	3 days	Death of Parents, Grandparents, Spouse, Real Siblings	<p>Member can go for max. 7 days leave on close one's death including 3 days given by organization. One cannot merge two different leave types. [it also includes weekend due to sandwich policy]</p> <p>* Any leave beyond sanctioned leave will be treated as LOP</p>
Maternity Leave	6 months	Applicable to females who have served organization for min. period of 1 year	As per Maternity Benefit Act by law

Leave Application:

Advance Notification

- Leave, as far as possible, must be planned. Planned leaves for One day member has to apply leave before One Week, similarly, for two days member has to apply leave before Two Weeks, for 3 days member has applied before Three Weeks before and so on. In case of exigencies the decision will be taken by the reporting officer of that employee or the HR department.
- Under normal circumstances planned leave would not be cancelled, however due to work requirements, emergency, project delivery, for example considerable delay in a project the reporting officer may take a considered decision to cancel a planned leave.

In case of violation: If planned leave is not intimated in advance - as per the timeline, it will be treated as LWP (leave without pay)

Emergency or Medical Leave:

- Leaves taken due to medical emergency, members must apply on an immediate basis once members resume work i.e. on the same day or else the system won't allow them to apply later.
- Intimation is compulsory and needs to submit proof to HR based on the number of leaves over 2 days.
- Proof needs to be genuine with all the required reports, certificate of doctor etc. and proof from certified MBBS or MD is only taken into consideration.

Approval Procedure:

- For Planned Leaves Decision on the requested leave must be taken up by the reporting officer within 7 working days from the date of application. In case the reporting officer is not taking decisions on the applied leaves with in the given timeline, it would be automatically treated as approved leave for the member.
- For any type of leave a person cannot avail leave without reporting the officer's approval i.e. all leaves except leaves due to sickness have to have a prior approval from their Reporting Officer/ Department Head.
- If the leave needs to be taken due to unavoidable circumstances, i.e. unplanned, the employee needs to inform his/her Reporting Officer and HR Manager on an immediate basis. If the employee fails to inform his reporting officer/HR, he or she will be treated on leave without pay.
- An employee is bound to take emergency leave; he is required to submit the application immediately after his resumption of duty.
- If an employee does not have any leave in the balance, and still wants to proceed on leave, he/she will intimate the sanctioning authority in advance and the same shall be treated as Leave without Pay (LWP).

In case of violation:

- If planned leaves are not responded to by the member within 7 days by reporting officer, it would be counted as sanctioned leaves.
- It's the responsibility of individual members as well to intimate two days prior to the leave application before going for leave to their respective TPM.
- Any leave (except leave due to sickness) taken without approval will be treated as LWP.
- In case of emergency leave/SL one has to intimate to the immediate reporting officer/HR on same day, if not done will be treated as LWP.

Members in Notice Period: In case of resignation, members cannot be availed of any type of leave during the Notice Period. Any leave availed will be treated as LWP. Based on the number of leaves taken there can be an extension of the notice period.

- Any member who resigns after taking a long duration leave or work from home, compulsory, needs to come to the officer during the notice period and continue the work.
- Members during the notice period are not eligible for Work from Home.

Those members who are working on client projects were in, projects are allocated by the domestic client they must follow the client yearly holiday list and calendar.

FESTIVAL HOLIDAYS:

- Uttrayan – 14th JANUARY - TUESDAY
- Republic Day – 26th JANUARY - SUNDAY
- Holi – 14th MARCH - FRIDAY
- Rakshabandhan - 9th AUGUST - SATURDAY
- Independence Day – 15th AUGUST - FRIDAY
- Gandhi Jayanti – 2nd OCTOBER - THURSDAY
- Diwali – 20th OCTOBER - MONDAY
- Diwali New Year – 21st OCTOBER - TUESDAY
- Restricted Religious holiday – [select anyone]
- 19th March 2025 – Rangpanchmi [only for Indore members, were in 17th and 18th leave wont be acceptable if applied]
- 30th March 2025 - Gudi Padwa, Cheti Chand & Ramzan Eid - Sunday
- 16th April 2025 – Ram Navami - Sunday
- 7th June 2025 - Bakri Eid - Saturday
- 16th August 2025 – Janmashtami - Saturday
- 27th August 2025 – Jain Mahavir Jayanti/Ganesh Chaturthi - Wednesday
- 5th September 2025 - Eid-E-Milad - Friday
- 5th November 2025 - Guru Nanak Jayanti - Wednesday
- 25th December 2025 – Christmas - Thursday
- In January 2025 members can either take leave on 13th January 2025 Monday or on 15th January 2025 Wednesday. Members cannot apply leave on both 13th and 15th January. In case members are on leave on both the days in that case 15th January 2025 will be treated as LWP.
- Note - Each employee needs to submit the date & day to the HR team before 20th JANUARY 2025. They must apply to the religious holiday based on their religion and not apply to any holiday which they want to apply for. Once submitted they won't be able to change the same in the entire year. In case of any project emergency/critical need only one can replace the restricted holiday if requested by manager. In case a member resigns and leaves before the date of festival off given in that case the leave gets lapsed. It won't be adjusted to any other religious festival. Members must select anyone leave for the given options only.

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