

WISHTREE COVID POLICY

Version	Date	Prepared By:	Applicability	Remarks
V1.0	19.05.2021	Antimbala Chouhan	Employees	None

Purpose

The purpose of this policy is to capture broad guidelines for extending support with additional leaves to an employee who has been infected by COVID -19.

Eligibility

This policy is applicable to all full-time employees of Wishtree Technologies LLP. This benefit is effective from the date on which the policy is rolled out.

Policy definition

Any employee who has been infected by COVID -19, will be eligible for upto 10 working days of paid leaves in addition to the existing leaves as per Wishtree's leave policy. These leaves cannot be accumulated and carried forward at the end of the leave calendar year (March 31).

Procedure

An employee/manager (on behalf of employee) is required to raise a formal request for COVID leaves with the HR Manager via email availing additional COVID leaves. The COVID test result (certified by an ICMR approved lab) must be submitted along with the leave request. The HR Manager may get the test results validated, for which the employee would need to provide the necessary consent.

Exception

Additional leaves in extreme scenarios may be granted on case-to-case basis with an approval from a Partner. This policy can be suspended temporarily, amended, or withdrawn partially or completely, any time upon sole discretion of Company.