



Index

Policy No	Version No	Effective Date	Prepared By	Reviewed By
QT-	1.0		HR Team	Management / ELT Team

EMPLOYEE LEAVE POLICY

Objective:

At Quadrant, we take care of Employee wellbeing and encourage to take leaves for your personal time off, so you can be at your best when you are at work.

Applicability:

This policy shall be applicable to all permanent employees of the Company.

Leave Year:

The leave year would be calendar year.

Types of Leaves:

1. Casual Leave (CL):

All Permanent employees are entitled for 20 days leave annually (pro-rated from date of joining).

➤ Leave Credit / Utilization Process:

- During probation period, Employee will be eligible for 1 leave per month. These leaves will not be carry forwarded to next year.
- Leaves will be credited to Employee account on Quarterly basis (5 per quarter) after completing the probation period.
- After completing the probation period, at the end of the year only 8 leaves will be carry forwarded to next year.

2. Compensatory Off (CO):

Working on a national / non-working / festival holiday:

In the circumstances where there is business requirement activity it may sometimes be necessary for you to work on a national/festival holiday. When this happens, your reporting manager will discuss and agree with you in advance and you shall be entitled for Comp Off.

➤ Points to be considered for availing Compensatory Off

- When working on a non-working day /national/festival holiday an employee has to ensure marking attendance by Clock in & Clock out on greyTHR the same day. The regularization of attendance for a such day is restrained, therefore attendance marking for a minimum of 9 hours is essential to earn a Compensatory Off.

- Once the employee logs in their attendance for above mentioned day, a Compensatory Off will be generated & sent to the Reporting Manager for approval the next day. Post approval, a Compensatory Off will be credited in employee's Comp Off balance in the greytHR & can be availed within 30 days of its accrual.
- Compensatory Off cannot be used for half-day nor carry forwarded beyond 30 days.

3. Maternity Leave (ML):

This policy provides information about the leave that all female employees of Quadrant are entitled to under the Maternity Benefits Act, 1961 as may be amended, modified, supplemented, or re-enacted thereof from time to time and any rules ("Maternity Act").

A female employee shall be entitled for maternity leave after working in the Company for a period of not less than 80 (eighty) days in the last 12 (twelve) months. We at Quadrant provide Maternity Leave for a duration of 8 Weeks (2 Months).

Incase of any further extension to this leave will be considered under LOP on approval from Delivery Head / HR Head.

4. Other Rules:

1. Employees must communicate the leave details/dates to respective Reporting Managers via email and get approval for the same in writing.
2. All leaves to be applied in GreytHR and get it approved before Payroll cut off dates for the particular month.
3. Incase of non-regularization, the same will be considered as LOP without any further communication.
4. We do not have advance leave policy.
5. CL can be availed 0.5 days as well.
6. Incase of WFH the same has to be regularized in GreytHR without fail.

This policy supersedes all the existing policies and in case of any changes or modifications to this policy will be communicated to all the respective stakeholders.

Human Resources