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## 1. POLICY BRIEF & PURPOSE

RowthTech believes that employees should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Company encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.

RowthTech leave policy outlines the applicability, rules and procedures with regard to consumption and approval of leaves pre-defined by the Company.

Purpose of this policy is to provide employees with clear and consistent information on the various types of leave they may be entitled to, within and outside the normal annual leave provision. The policy provides information and guidance for reporting managers dealing with requests for leave. This leave policy is also meant to fulfill the statutory requirement regarding leave and holidays.

## 2. SCOPE & ELIGIBILITY

This Policy shall define the Leaves entitlement and shall cover rules & regulations regarding leaves and shall be applicable to all the Permanent full-time Employees.

Interns, temporary and seasonal employees, individuals who perform services as a contractor to RowthTech are not covered under this leave policy.

## 3. STANDARD TERMS

Terms	Standard Definitions
<b>Employee</b>	An employee who is in the employment of Rowth Tech Limited (RowthTech) on a permanent fulltime time basis.
<b>Pay</b>	Refers to the applicable salary scale for each employee
<b>Continuous Service</b>	For this purpose, shall mean uninterrupted service at RowthTech and includes service interrupted by accident while on duty and thereby having sanctioned Leave with or without Pay
<b>Year</b>	For this purpose, shall mean the year commencing on the first day of January of every year and ending on 31st December, both days included
<b>National / Festival Holidays</b>	According to Punjab Establishment (National & Festival) Holidays Act, 1969 every company declares and set of holidays for a particular Calendar Year and the same is communicated through email to all employees
<b>Casual Leave (CL)</b>	For this purpose, means the leave loaded into account in respect from the date of joining on pro-rata basis(Eligibility after complete probation period)
<b>Sick Leave (SL)</b>	SL's are granted to employee only in respect of the absence from work owing to an illness, indisposition or injury(Eligibility after complete probation period)
<b>Earned Leave (EL)</b>	For this purpose, means the leave earned in respect of period of continuous service with the Company and granted on full pay. This type of leave is encashable. EL is in effect from January every Year ( Earn Leave Start After Probation Period- Total Working Days of Year/20)
<b>Weekly off (WO)</b>	Week off is a rest day of 02 Days given to an employee which is consider as an interval after working for 45 hours in week
<b>Maternity Leave (ML)</b>	As per statutory norms
<b>Wedding Leave</b>	Wedding leave is the given to enjoy leave of absence by an employee due to him or her getting married without loss of pay
<b>Paternity Leave</b>	Paternity leave is an employee leave benefit available to male employees. The paternity leave must be taken within 03 days of child birth
<b>Birthday &amp; Anniversary Leave</b>	Birthday & Anniversary leave is the given to enjoy leave of absence by an employee due to him/her own birthday & anniversary without loss of pay

<b>Half Day Leave</b>	When an employee work for half day, i.e. min 4.5 hours in a day
<b>Leave Without Pay (LWP)</b>	For this purpose, means extraordinary unpaid leave sanctioned for any valid purpose with due sanction of Managing Director. A team member does not earn any kind of leave or remuneration for the period he/ she were on LWP.
<b>Unauthorized Leave (UL)</b>	Any leave that does not fall under the purview of any of the leave types mentioned in this policy or has no prior sanction of approving authority. Any such leave taken will be construed as a serious act of misconduct and is liable to attract disciplinary action including termination of service, with the concerned team member having no right to any notice period or salary in lieu thereof required to be given by the company as per the terms of appointment. All unauthorized leave will be with no pay and hence is unpaid leave. Disciplinary action may include no/ reduced/ delayed increment, delayed promotion etc.
<b>Accumulated leave</b>	Refers to any untaken leave days which are carried forward to next calendar year
<b>Out of Office</b>	The time employee spends out of office due to Official work
<b>Immediate Family Member</b>	For this purpose, includes parents, spouse, siblings, parents' in law, children and grandparents.
<b>Approving Authority</b>	Employee's respective Reporting Manager is the Approving Authority
<b>Leave Procedure</b>	Leave to be applied via Email and should be duly approved by immediate Reporting Manager/Team Leader

#### 4. QUICK-LOOK (LEAVES OF THE COMPANY)

Type of Leave	No of Leaves in calendar year
National / Festival Holidays	9
Restricted Holidays	0
Casual Leave (CL)	7
Sick Leave (SL)	7
Earned Leave (EL)	As per Last Year Working Days
Weekly off (WO)	8

## 5. GUIDING PRINCIPLES

- Year for the purpose of this policy means Calendar year i.e. from January to December.
- Leave cannot be claimed as a matter of right. Any kind of leave can be granted or refused. The reporting manager has the right of refusal to a leave application submitted to him by an employee, depending upon the work exigencies.
- Employees joining during course of year shall be subject to receive Leave on pro-rata basis in their leave account.
- Any leave (except on Sickness grounds with valid proof) should be sanctioned in advance by the approving authority.
- It is mandatory for an employee to utilize 12 leaves during a year. It should be 6 EL and 6 CL. It is meant to fulfill the objective of maintaining the work life balance.
- Employee may apply for leave depending upon their leave balance available. All leave record of the employees shall be maintained by the HR.
- If employees apply for CL/SL without having leave balance, then EL automatically gets deducted from the leave balance.
- An employee can avail paid leave depending upon the leave balance available to employee.
- Unpaid leave can be availed when leave balance is exhausted and employee is in need of leave on approval from reporting manager.
- An employee shall not proceed on leave until unless leave has been approved by reporting manager.
- Leave without approval will be considered as Leave without Pay.
- Weekends and any holiday lying between the sanctioned leave periods will be excluded and not be counted as leave in case of casual / sick and earned leave.
- Leave for coming year cannot be availed in the current year.
- In case of emergency when leave cannot be applied in advance, telephonic intimation to the reporting manager should be done and it must be regularized via email within 2 days of resuming duty. No Late leave applications shall be entertained after 2 days in case of emergency leaves.
- This policy document may be modified, revised, discontinued or amended at any time, in whole or in part, for any reason and without prior notice, consent or approval within the sole discretion of the management.

## 6. PAYMENT OF WAGES

- As per the provisions of the Payment of Wages Act, 1936, wages need to be paid to employees before the expiry of the 7th day of the last day of the wage period.
- If any employee on leave period of end of the month date 28<sup>th</sup> to 07<sup>th</sup> first week of the month than salary credit (till 15<sup>th</sup>) at after rejoin the company.

## 7. WORKING HOURS AND LATE COMING

- Rowth Tech's core hours of operation are Monday to Friday from 9:30 A.M. to 6:30 P.M. Employees are expected to work a minimum of 45 hours per week and 09 hours per day compulsory.
- Everyone should have logged minimum 8 hours per day in Jira.
- Manual hours not allowed
- Everyone timesheet (attendance sheet) will be provided to HR from jira only for salary processing, So please make sure each and every task has to be logged with time record in Jira.
- If any of you is on R&D or performing any task for pre sales project, (Pres sales project in jira) time should be logged along with client name.
- If any one of you doesn't have any task to perform, or is learning something log your hours in an R&D project.

- Policy for deduction for late coming as:-

Late Coming Hours Per Month	Deduction
Upto 2 Hours	Nil
Upto 3 Hours	One Day
Upto 4 Hours	One & Half Day
Upto 6 Hours	Two Days
Above 6 Hours	Half Day For every ½ Hours

## 8. NATIONAL / FESTIVAL HOLIDAYS

In keeping with the National and Festival Holidays Act, employees will be paid 09 days per calendar year as National / Festival holidays. This will be as-per a pre-published holiday calendar. For further information, employees can access the declared list of Holidays Calendar for the calendar year. The Declared list of Holidays will be published by the company on 1st Jan each year.

Special holidays can be declared in writing duly approved by the Management during a particular Calendar Year in between. And requirements. It's the sole discretion of the Management to swap any particular holiday already declared with an emergency declared holiday keeping in view the Organizational goals

### Holidays List

Holidays	Date	Day
Holidays		Thursday
Republic Day	26.01.2023	Saturday
Maha Shivratri	18.02.2023	Wednesday
Holi	08.03.2023	Tuesday
Independence	15.08.2023	Wednesday
Raksha Bandhan	30.08.2023	Monday
Gandhi Jayanti	02.10.2023	Tuesday
Dussehra	24.10.2023	Sunday
Deepawali	12.11.2023	Monday

## 9. CASUAL LEAVE (CL)

The type of leave that is granted for short durations and can ordinarily be taken with prior information to the reporting manager except in cases when informing the employer is not possible.

- All RowthTech employees are entitled for maximum 7 days of paid casual time off, per calendar year.
- Employee joining during the course of year will be entitled for casual leave on pro-rata basis. Advance CL's are not allowed.
- Any unused casual leave will lapse at the end of the calendar year. These leaves can be taken at a stretch of maximum 2 days at a time. In case of planned leave, it is employee responsibility to apply for leave in advance.
- CL cannot be en-cashed during the course of the employment or at separation.
- CL cannot be combined with any other form of leaves unless it is a Medical case of prolonged illness with prior approval from Reporting Manager & Managing Director.
- CLs cannot be set off against the Notice Period requirement.

## 10. SICK LEAVE (SL)

- An employee can call in sick if he is not in a state to come to office for work. SL's are granted to employee only in respect of the absence from work owing to an illness, indisposition or injury.

- Employees are eligible for 7 paid sick leaves for the calendar year.
- Sick Leaves are credited to employee's leave account at the time of joining. Employee joining during the course of year will be entitled for sick leave on pro-rata basis. Advance SL is not allowed.
- Any sick time off taken in excess of an employee's paid sick time can be availed from Earned leave on prior approval.
- In case of prolonged illness or Leave of absence from work an employee is supposed to inform the reporting manager at regular interval about their condition and most probable date of return. In absence of any communication from employee serious disciplinary action can be taken by the company.
- If employee is absent from the work for a continuous period of more than five (5) consecutive days, owing to illness, and he/she shall be granted SL only if he/she submits a medical certificate.
- Any unused Sick leave will lapse at the end of the calendar year. SL cannot be en-cashed during the course of the employment or at separation.

#### 11. Hospitalization Leave – Short term

- In case of hospitalization, paid leaves can be combined. After exhaustion of all leaves, it's the discretion of the management to allow further LWP with Salaries without any prejudice. However, it is not an entitlement and hence an employee cannot demand for it as a right.
- An application in written has to be given to the Management for approval of the same. If un-approved, these leaves taken will go without pay of Service. Application for hospitalization leaves should be supported with Medical Certificates as well duly certified by the authorized Medical Practitioner.
- Such leaves cannot be taken more than 30 days. Probationary employee is not allowed these types of leaves.

#### 12. WEDDING LEAVE

- Entitlement: All full-time permanent employees with 3+ continuous years of association with RowthTech will be eligible for 7 days paid time off 1 week before or after their wedding.
- A written mail application needs to submit to reporting manager for approval.

#### 13. EARNED LEAVE (EL)

- The type of leave which the employees earn as they work for an organization for a specified number of days. Employees will be eligible for EL only after completion of probationary period. On confirmation of employment, EL will be credited on pro rata basis to employee leave account.
- Employees will be provided with 1.10 Earned Leave every month (Earned leave Calculation on behalf of Last Years Working day). Earned Leave will be updated in month end on a monthly basis for the leave earned during for the month. It will be credited at the rate of 1.10 leave per month.
- For existing employees Carried forward Earned Leave balance from previous year will be updated in the month of January. Any unused leaves will carry over to the next calendar year up to a maximum of 15 days only. Once it reaches this number, the leaves above 30 will lapse automatically.
- Maximum of 07 EL can be availed at a stretch subject to EL balance in account.
- The approval and scheduling of such time off will be subject to prior reporting Manager Approval and business needs.
- No, EL will be accrued in case of long-term leaves, any leave that goes beyond continuous leave period of 15 days. Employee will not earn any EL for that period.
- EL can be set off against the Notice Period requirement if such off-set has been prior approved by the reporting manager

#### 14. MATERNITY LEAVE (ML)

- Entitlement: All full-time permanent employees with 2+ continuous years of association with RowthTech will be eligible for maternity leave.
- This provision is especially available for those women employees who plan to have a baby. The duration of paid maternity leave is 26 weeks, and this can be further extended with 6 months of unpaid leave. No deductions will be made from the leave account of the female employee. This type of leave can also be taken in case of miscarriage or abortion but the leave limit in such cases is shorter.
- To be eligible for the Maternity Benefit Act, a woman must have been employed at the company for at least 80 days in the last 12 months.
- All permanent female employees shall be entitled for maternity leave as per maternity benefit act, with full pay for a period of continuous 26 weeks (excluding national holidays) for each pregnancy up to a maximum of 2 confinements and for more than 2 children the benefit applies to 12 weeks only.
- Intervening holidays/ weekly offs – All intervening weekly off / holiday etc. will be counted for the purpose of ML.
- A women employee can take maternity leave earliest 8 weeks before the expected delivery date.
- Female Employees undergoing medical termination of pregnancy under medical advice or miscarriage is entitled to 6 weeks of maternity leave. A duly registered attending medical practitioner should certify this & a medical certificate should be obtained.
- Maternity leave is not cashable in any manner, under any circumstance. It cannot be accumulated or used in installments.
- Process of Maternity Leave: Before proceeding on maternity leave it is needed to be applied through written application mail and must be approved by disciplinary board members. The woman employee proceeding on maternity leave must also submit doctor's certificate to HR.
- Once the qualified gynecologist has estimated the probable date of delivery, an application for ML may be submitted together with the medical certificate from the attending gynecologist, who must be registered Medical practitioner, for sanction from the reporting manager at least 30 days in advance. The employee should give at least one month's notice prior to the date of commencement of leave.
- If employee is proceeding on leave beyond the stipulated time, employee need to get special approval from disciplinary board members.
- Rejoining Duties - When the member rejoins her duty after availing ML, she must submit her Fitness Certificate and birth certificate of child to HR department, who on receipt of the certificate will decide whether to allow the member on duty or not.
- Intervening holidays/ weekly offs: If there are any holiday(s) during the leave period where both, the day immediately preceding such holiday(s) and the day immediately succeeding the holiday(s) are working days and such working days have been taken as leave, then such intervening holiday(s) shall be counted as leaves availed. All working days taken off will, anyway, be treated as leaves availed.
- In case of availing additional one-month leave, for illness out of delivery, intimation is required 15 days before the original date of re-joining. A certificate needs to be submitted from attending gynecologist, who must be registered Medical practitioner.
- This leave may be combined with EL after/before exhaustion of MLs

#### 15. PATERNITY LEAVE

- All regular male employees are entitled for 5 days paid paternity leave. After availing the above leave, employee need to produce a copy of the birth certificate of the child or else leave would be considered as an unapproved leave and thus will be treated as sleep
- The paternity leave must be taken within 10 days of child birth, failing which the leave will lapse.
- The leave must be taken at a stretch. In case of adoption or surrogacy the leave can be taken only if child is actually living with parents.
- Paternity leave must be applied at least 15 days of the expected delivery date. Employee can



commence for leave from the actual date of delivery.

- No credit/accumulation/encashment of this leave is permissible.
- The male employee shall submit the application at least one month in advance, along with a certificate from the doctor specifying the expected date of delivery, to the HR Department.
- In the unfortunate event of the spouse suffering from a miscarriage, the employee is entitled to avail 2 days paid Paternity Leave (condition of maximum 5 days of paid Paternity Leave in one year still prevails though).
- To avail the benefit of the Paternity leave policy in this condition, employee needs to submit the Medical Transcripts from a Medical Practitioner and relevant documentation supporting the same. The same needs to be provided to the HR Department within 5 days of date that leave has been applied on. Once the HR Department gives a go ahead, the Reporting Manager can approve the applied leaves.

## 16. BIRTHDAY & ANNIVERSARY

- Entitlement: All full-time permanent employees association with RowthTech will be eligible for 1 days paid leave on their birthday & anniversary.
- A written mail application needs to submit to reporting manager for approval

## 17. OUT OF OFFICE

- Apart from the above-mentioned procedures, every time any employee moves out of office for any official purpose (client meetings), she/he needs to apply the Out of Office leave via email. This mail needs to be sent before going out of office premises or else the lapsed time would count in LWPs. Business out of Office can be applied by employees in case he/she is moving out for an official work. The lapsed hours incurred will be added in the total hours accumulated for that day. Out of Office hours can be combined with up to 2 hours of additional hours (travel time) while applying.

## 18. WEEKLY OFF

- Weekly off is a rest/ break in service given to employees for 24 hours in an interval of 45 hours of working. Only Saturday & Sundays are weekly offs that are fundamentally allowed.
- Employees working on a weekly off will be compensated with a compensatory off. In accordance to the internal policy of the Company. However, no payment can be claimed in lieu of the comp. off. All comp off Must be saturated in the same calendar year.

## 19. HALF DAY LEAVE

- Half day leave can be availed by an employee.  
During lunch interval, 14.00 P.M. will be taken as the dividing line for the purpose of half day leave - forenoon or post noon. Any employee has to work min. for 4.5 hours in order to avail a half day leave

## 20. WORK FROM HOME

- Work from home is subjective not mandatory.
- Work From home should be approved at least a day before. In case of emergency you have to request for WFH prior to your shift timings.
- During WFH you have to attend morning meetings. If any of you is absent in the morning meeting, you will be considered as Absent/Leave on that day.
- During Work from home you have to send Mail, having all the Lists of tasks you have performed by EOD. In case you forgot to send email of tasks list you'll be considered as Absent/Leave.

## 21. PROCEDURE FOR APPLYING FOR LEAVE

- All Leaves is to be applied on email except any leave type that specifically mentions for a written mail application.



- All leaves should be applied on email before proceeding on leave. In case of emergency when leave cannot be applied in advance, telephonic intimation to the immediate reporting manager should be done and it must be regularized within 2 days of resuming duty on emails
- For approval the notification will reach to immediate reporting manager. Once approved, approval notification will reach to employee and HR.
- Leaves will be accordingly deducted from leave balance from employees account and latest balance will be updated on email.
- In case of non-submission of leave request and/or non-approval of leave request, the employee shall be marked absent and 1 day salary amount shall be deducted from his salary irrespective of leaves are in balance. No automatically leave adjustment shall be made by HR against the absent days.
- It is not a certainty that all employee's leave requests will be granted, it is strongly recommended that employee obtain approval for leave plans prior to any travel bookings

## 22. APPROVING AUTHORITY

- All leaves should be applied on email before proceeding on leave and should be approved by reporting manager. Leave sanctioning authority cannot alter the kind of leave due and applied for.
- If leave is un-approved or rejected, and the employee has chosen to take the leave irrespective of that, it will be considered as Loss of Pay.

## 23. CANCELLATION OF LEAVE

- An employee can be recalled from leave under exigencies of service. The discretion of recalling an employee lies with the reporting manager and the same shall be executed through the HR department. In such cases, the employee would be treated on duty from the time he leaves the house to rejoin duty at the designated destination and the travel expenses borne by the employee would be reimbursed as per the existing TravelPolicy.
- Leave once cancelled by reporting Manager, Employee will be notified to resume duties asap
- Balance of leave, which could not be enjoyed by the employee, would be credited to his leave account.

## 24. EXTENSION OF LEAVE

- In case of extension of leave due to any unforeseen circumstances the employee must inform reporting manager; once extension of leave is approved by reporting manager it is employee's duty to inform HR. It is employee responsibility to regularize leave on HRMS tool once employee has resumed back on duty.
- The extended leave must be applied on HRMS tool in case of planned extension so that both the RM and HR are informed automatically.
- Leave extended without permission will be treated as LWP.

## 25. LEAVE DURING NOTICE PERIOD

- Employees are entitled to only (two) 2 leaves per month during the notice period on account of transition of responsibilities, handover formalities and discharge of responsibility till last working day. In exceptional case only SL will be allowed, reporting manager approval will be required for the same.

## 26. TERMINATION IN CASE OF UNINFORMED ABSENCE

- If an employee is absent continuously for 7 days beyond sanctioned leave with no information, in this case employee shall be considered to have left his/her employment on one's freewill .HR will take action in this case. 1<sup>st</sup> Warning letter will be issued to the Employee if he/she does not return within 7 days of expiry of sanctioned leave. If no response from employee within 3 days of issuance of 1st warning letter, 2nd warning letter will be issued. If there is still no response from the said employee final termination letter will be

issued in 3 days after issuance of 2nd warning letter.

## 27 PROBATIONARY PERIOD/RESIGNATION TERMS

- To assess your fit within **Rowth Tech**, the first Three **(3) months**, subject to extension, of your employment will constitute a probationary period. Should you wish to resign your employment with **Rowth Tech**, you will be required to provide Sixty (60) days' written notice to enable us transition of your work. Upon completion of exit formalities by the employee, the final settlement will be done within 45 days from the day of relieving. If employment contract signed between employee and **Rowth Tech** of two years employee will be required to provide sixty (60) days notice after complete his/her two years employment contract.

## 28. RESPONSIBILITY & ACCOUNTABILITY

### Human Resources (HR) Department

- HR is responsible for ensuring this policy & its procedure is followed. HR is also responsible for the effective operation of this Policy and for ensuring compliance with the relevant statutory frame work.
- HR is responsible for overseeing the execution and monitoring of this policy
- HR is responsible for ensuring the provision of training, guidance and support to Reporting Managers on the implementation of the policy.
- HR is responsible for promoting the adoption of consistent and fair application of the policy throughout the company.
- HR department shall maintain record of leave availed by every individual employee via HRMS

### Reporting Managers

- RM's should be familiar with this Policy and are responsible for ensuring that it is applied fairly.
- RM's are responsible for the dissemination and implementation of this policy within their teams.
- RM's are responsible for liaising with the relevant HR Advisor to seek professional advice and guidance on the implementation of the policy.
- RM's are responsible for ensuring that employees are aware of their responsibilities in relation to the policy and understand what is expected of them.
- RM's are required to record all leave granted within the scope of this policy on personal records and update HR Department about the same.

### Employees

- All employees are responsible for ensuring they comply with the requirements of this Policy and Procedure, and to specifically participate in a professional manner as required.
- All employees are responsible for submitting applications for leave in accordance with the procedures set out in this document.
- All employees are responsible for adhering to the terms of their individual leave agreement.
- All employees are responsible for providing any supporting documentation, as requested by the HR, when applying for leave.
- All employees must seek approval from their reporting Manager for the granting of leave in accordance with this policy and procedure.

## 29. REVIEW OF THE POLICY

The policy may be reviewed at any time on request of staff or management but will be reviewed yearly automatically.

If there are any additional questions regarding this program, please contact HR Department at [hr@rowthtech.com](mailto:hr@rowthtech.com)

Version	Date	Status	Approved & Reviewed By
1.0	01-January -	Approved	HOD's

	2022		
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