



Decision Minds Leave Policy

VERSION 1.1

Objective

This policy covers the guidelines around leaves for DMites on India payroll. Decision Minds follows the policy of “Earn and Avail”. If your joining date is in the middle of the year, then you will be eligible for proportionate Earned leave. Where in every month of Earned leave will be credited to each employee and the employees are supposed to accumulate and avail the leaves. Sick Leave will be credited in advance at the beginning of calendar year (1st Jan - 31st Dec). For DMites who join later than January 1st, it will be credited on a pro-rata basis. Trainees are eligible to get only 6 days of leaves per year during their probation.

Sick Leave (SL)

- DMites are entitled for 05 (five) days of SLs
- SLs, if not availed, will lapse at the end of the calendar year (end of day on 31st of Dec).

Earned Leave (EL)

- A DMite is entitled to 15 (fifteen) days of EL in a calendar year (1st Jan - 31st Dec).
- ELs up to 15 (fifteen) days can be carried forward to the subsequent calendar year.
- At the time of exit from the organization, un-availed ELs, not exceeding a total of 20 (twenty) days of ELs will be encashed, and it will be based on basic salary. This amount is fully taxable and shall be paid in the full and final settlement.

Compensatory Leave

- Compensatory leave is given to a DMite who works on a non-working day or holidays declared by Decision Minds for conducting Decision Minds business.
- DMite should have worked for a minimum of 6 hours in the day to claim the compensatory leave.
- DMite should apply for a compensatory leave in the Keta and get manager’s approval, within 1 week from the day of working.
- Quota will get credited the next day after manager’s approval.
- DMite should avail the compensatory leave within 60 (sixty) days from the day of working. Compensatory leave, if not availed will lapse.
- DMites will be entitled to 1 (one) compensatory leave for each day of working.
- The maximum number of compensatory leaves, which can be accumulated and taken at a stretch should not exceed 2 (two) days.
- DMites at L1, L2 and L3 level are eligible for compensatory leave.

Leave during Notice Period

- As per Notice Period policy

Maternity Leave (ML)

Decision Minds provides Maternity Leave and Benefits as per the Maternity Benefits Act, 1961. The key provisions are as follows:

- A DMite who has completed minimum of 90 (ninety) days at Decision Minds in the 12(twelve)months preceding the expected date of delivery, is entitled to Maternity Benefit.
- A block of 26 weeks will be given to a DMite from the date of commencement of the leave, which will be inclusive of all holidays and weekends.
- Out of the 26 weeks of Maternity Leave, up to 8 weeks may be availed before and including the date of delivery and the remaining may be availed after the date of delivery or the entire 26 weeks may be availed after the birth of the child including the date of delivery
- Post the completion of the above-mentioned duration of Maternity Leave, the DMite may request her manager to make reasonable accommodation towards having her work from home for a specified time. Since this is an exception, all approvals must be obtained and work from home should be applied.
- In case of miscarriage or medical termination of pregnancy, DMite is entitled to 6 weeks of paid Maternity Leave. She is also entitled to 1 (one) additional month of paid leave in case of complications arising due to pregnancy, delivery, premature birth, miscarriage, medical termination or a tubectomy operation (2 weeks in this case).
- Apart from the maternity leave and the regular leave that are available in the DMites account, should there be a need for further extension, she will be allowed maximum of 1 (one) month LOP (Loss of Pay)
- Maternity Leave is event based and cannot be accumulated or encashed.

Adoption Leave

A leave of 12 (twelve) calendar weeks would be available to adopting/commissioning mothers from the date of adoption.

Paternity Leave

Male DMites will be eligible for up to 2 (two) calendar weeks of paternity leave. The same should be availed within 90 calendar days of childbirth or from the date the child is handed over to the adopting parent.

Marriage Leaves

We at Decision Minds recognize that getting married is an important milestone and hence we provide Marriage Leave so that you can have some additional time to cherish your wedding. Full-

time employees who have completed 1 year with us are entitled to 5 (five) days of Marriage Leave. Marriage Leave is applicable for the first legal marriage only and must be taken within 3 (three) months of the marriage date and requires documentary proof in support of the leave request.

List of Holidays

In a year 10 (ten) official holidays will be observed in Decision Minds. A list of holidays will be circulated at the beginning of the year.

Leave without Pay

‘Leave without pay’ is granted only in exceptional circumstances approved by the Department Head and only after all annual leave entitlement has been used up.

Leave Application Process

- DMites to apply leave in advance or the same day in Keta
- If the DMites fails to apply leave on keta for more than 30 days, then leaves will be deducted on 1st of subsequent month from SL balance if quota is available, else the same will be deducted from EL balance. If neither quota is available, then LOP will be applied.

Do you still have a question?

If yes, please write to hr-ind@decisionminds.com

Document Version Control

VERSION	DATE	AUTHOR	ACTION ON DOCUMENT
Version 1.0	June 2017	HR Department	Drafted Decision Minds Referral Policy
Version 1.1	June 2021	Dr Swapnil Sony Singh	Changes made in leave types and related modalities