

LEAVE POLICY

This policy may be modified, revised or discontinued at any time in whole or in part for any reason and without prior notice.

Objective

Employees at PeopleLogic invest their time and expertise into delivering outcomes and transforming the company. It is not an easy process, and it requires people to be at their best, both personally and professionally. Leaves play a vital role in taking care of employees' personal as well as professional life. It helps in rejuvenating the energy of the employee from time to time in order to promote better work balance.

Purpose

The intent of this document is to inform employees about policies and rules surrounding types of leave and the process to avail them. Employees are provided leave with the good intention of allowing them to rest, recover their health, and perform their social commitments. This ensures that the company's employees are healthy and productive.

Eligibility

This leave policy is applicable to all the regular employees of PeopleLogic Business Solutions Private Limited.

Calendar year for the Leave

January to December

Leave types

1. Privilege Leave
2. Sick Leave
3. Legacy Leave
4. Maternity Leave

5. Paternity Leave
6. Bereavement Leave
7. Medical - Leave of Absence
8. Personal - Leave of Absence
9. On Official Work (Only for select types of employees - client facing)

Common Rules

1. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.
2. Employees whose date of joining service falls between the 16th to the end of the month are not entitled for the leave credit for that month.
3. Employees joining during the course of a year shall be subject to receive Leave on a pro-rata basis in their leave account on the HRMS tool.

Guidelines

1. Leave cannot be claimed as a matter of right. Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
2. Leave of absence from work without proper approval will call for disciplinary action.
3. If an employee is absent continuously or availing 3 or more days of leave without prior approval, it will result in termination.
4. In case of prolonged illness or leave of absence from work an employee is supposed to inform the immediate reporting manager at regular intervals about their condition and most probable date of return. In the absence of any communication from employees, serious action can be taken by the company.

PRIVILEGE LEAVE

The purpose of earned leave/privilege leave is to allow employees to relax or recuperate for brief periods of time. Employees on privilege leave, also known as earned leave, are compensated for their time off.

1. **Entitlement:** Every Regular/Full time employee is entitled to 12 Privilege Leaves in each calendar year.
2. **Periodicity of credit:** Leaves are added to individual accounts on a monthly pro rata basis, i.e., 1 per month
3. **Carry forward provision:** Privilege Leave can be carried forward up to a maximum of 45 **days** to the next year. The maximum limit for having the Privilege Leaves in one's account is limited to 45 days only and once it reaches this number there will be no further accrual of leave.
4. **Encashment :** Privilege Leave can be encashed up to a maximum of 45 **days** at the basic pay during Exit from the organization. For encashment of leaves in a year, **the employee should have completed 240 working days of service in the preceding year.**
5. Upon Termination of employment, employees will not be entitled to the encashment.
6. **Availing Planned Leave:** Need prior notice of at-least a month if 3 or more Planned Leaves are going to be availed in a block. Even with the notice, approvals are strictly based on business climate and delivery criticality. The decision of the management will be final in this regard. This leave type cannot be clubbed with any other leave type

SICK LEAVE-

Sick leave is paid time off from work that employees can use to stay home/hospital to address their health needs without losing pay.

1. **Entitlement:** Every Regular/FTE member is entitled to 12 Sick leaves in each calendar year.
2. **Periodicity of credit:** Leaves are added to individual accounts on a monthly pro rata basis, i.e., 1 per month
3. **Carry forward provision:** 2 Sick leaves will be carried forward to the next year and the remaining balance will lapse by end of the year.
4. **Availing leaves:** Can be availed as per need, but if a block of leaves exceeds 3 or more days, a doctor's certificate needs to be presented for approval. We expect employees to display discretion and ethics while claiming this leave type; any unethical behavior in usage of this benefit will attract provisions of clause 8 of your appointment letter.

LEGACY LEAVE

This leave type is not applicable to all employees.

1. **Entitlement :** This is a One time Ad hoc leave type only for employees with 7+(as on 31 July 2022) leaves accrued in balance in either Sick Leave or Privilege Leave
2. **Periodicity of credit:** Total Balance (SL+PL exceeding 7) will be moved to the Legacy Leave.
3. **Carry forward provision:** Legacy Leave can be carried forward up to a maximum of 12 leaves to the next year. This leave balance will lapse on 31-Dec-2023, and will cease to exist
4. **Availing Leave:** Need prior notice of at-least a month if 3 or more Leaves are going to be availed in a block. Even with the notice, approvals are strictly based on business climate and delivery criticality. The decision of the management will be final in this regard. This leave type cannot be clubbed with any other leave type

MATERNITY LEAVE

The period when a woman can legally be absent from work in the weeks before or after child birth.

1. All the confirmed female employees shall be entitled for Maternity Leave.
2. The maximum period, for which any woman shall be entitled to maternity benefit, shall be 26 weeks in all whether taken before or after child-birth. However she cannot take leaves more than **eight** weeks before her expected delivery.
3. Intervening National / declared / festival / weekly off days will be counted as part of leave.
4. Leave taken for prenatal treatment for the first 7 months of pregnancy will be considered as normal leave not maternity leave.
5. Maximum two times in a service period a female employee can avail Maternity leave.

Process of Maternity Leave-Before proceeding on Maternity Leave, it is required to be applied on the HRMS tool and must be approved by the reporting manager.

For Miscarriage and Illness-In case of miscarriage or medical termination of pregnancy, a woman shall, on production of the prescribed proof, be entitled to leave with wages at the rate of maternity benefit, for a period of 6 weeks immediately following the day of her miscarriage or medical termination of pregnancy.

For Tubectomy Operation-In case of a tubectomy operation, a woman shall, on production of prescribed proof, be entitled to leave with wages at the rate of maternity benefit for a period of two weeks immediately following the day of operation.

Leave in case of Adoption of Child or Birth through Surrogacy-

1. In case of adoption of a child or child birth through surrogacy, a woman employee is entitled for 12 weeks of leave.
2. These Leaves can be availed on when the child has actually started living with the parents

Process of leave-

In the above mentioned case leave must be applied at least 6 weeks before the date of adoption. All legal certificates and required documents must be submitted to HR.

PATERNITY LEAVE-

1. All regular male employees are eligible for paternity leave.
2. A maximum of 5 days of paternity leave can be availed by an employee.
3. The paternity leave must be taken within 15 days of child birth, failing which the leave will lapse.
4. The leave must be taken at a stretch.
5. In case of adoption or surrogacy leave can be taken only if the child is actually living with the parents.

Process of Paternity Leave-

1. Paternity leave must be applied at least 15 days before the expected date of delivery.
2. Employees can commence for leave from the actual date of delivery. The leave must be approved by the immediate reporting manager.

For Miscarriage - In case of miscarriage the employee, on production of the prescribed proof, is entitled to leave with wages at the rate of paternity benefit, for a period of 3 days immediately following the day of the miscarriage.

BEREAVEMENT LEAVE

Losing a loved one can be overwhelming. The company recognises that employees may need time off following the death of a family member.

Employees who lose their close relatives (parents, parents - in laws, husband, children) will be entitled for bereavement leave of 5 working days.

Process : Employee needs to inform the reporting manager immediately. It is the manager's responsibility to inform the HR.

Leave of absence Policy

The leave of absence policy is defined as an unpaid duly approved absence from work for a limited period of time for medical or personal reasons.

Medical Reasons

1. An Employee will need to request for a Medical LOA if an illness, surgery or other medical condition keeps the employee away from work for more than 10 working days.
2. An employee is supposed to take approval for Leave of absence from work at least 20 days in advance when the need for leave is foreseeable. A request for leave of absence from work must be raised on the HRMS tool.
3. The request will reach the immediate Reporting Manager and Head of department for approval. The manager will decide on approving the leave post consulting with the Management.
4. In case of leave of absence from work due to medical reasons a certificate from a physician needs to be submitted to HR.
5. The maximum days Medical -leave of absence can be applied for is two weeks.
6. Extension of Medical Leave of Absence- While the employee is on Medical Leave, it is suggested to be in touch with his/her Manager and the PeopleTeam regarding the status of his/her return. If the employee's doctor does not permit to return to work on the expected return date, the employee must provide the People Team with a statement certifying his inability to return to work. The statement will indicate the new expected date of return to work. Also, this statement must be provided on /before the original anticipated date of return. Failure to return to work within three days of the expected date of return shall normally be deemed as a resignation from the employment by the employee and PeopleLogic shall terminate the employee.

Return to work from Medical Leave of Absence

When an employee returns to work he/she must provide the doctor's certificate certifying he/she is allowed to return to work.

Personal Reasons

1. An regular/full time employee can apply for leave of absence from work when in need due to unforeseen personal reasons
2. Even with the notice, approvals are strictly based on business climate and delivery criticality. The decision of the management will be final in this regard.
3. If approved. Leave of absence is granted a maximum of one week.

Return to work from Personal - Leave of absence

If the employee does not return to work upon completion of the leave period. He/She shall be considered to have voluntarily resigned as of the last day of work unless under justifiable circumstances.

Cancellation of Leave

Approved leaves can be canceled by the reporting manager depending upon the business demand.

Extension of Leave-

1. In case of extension of leave due to any unforeseen circumstances the employee must inform the reporting manager in advance; once extension of leave is approved by the reporting manager it is the manager's duty to inform HR. It is the employee's responsibility to apply for leave on the HRMS tool once he/she has resumed back on duty or before the end of the month.
2. In case an employee overstays without approval it will be treated as absence from duty and disciplinary action will be taken against the employee.
3. Leave extended without permission will be treated as loss of pay.

On Official Work

- This is not a leave type but is included here for lack of better management of this situation. This leave type is reserved only for select employees (grade/role) who have client facing responsibilities and might require them to stay away from the office at customer places for short periods.
- This leave type is available in their respective HRMS login. Employees will need to apply, along with customer visit, time slots of visit and spoc visited information

PROBATIONERS

Employees on probation will be eligible for leaves as below :

Privilege Leave

1. **Entitlement:** Entitled to 12 Privilege Leaves in each calendar year.
2. **Periodicity of credit:** Leaves are added to individual accounts on a monthly pro rata basis, i.e., 1 per month
3. Until Confirmation, probationers will only be eligible for Sick Leave. Once confirmed as per the confirmation policy, Privilege leaves carried forward until then will be added to the employee's account.

Will be eligible for Sick Leave the same policy as the full-time employees will be applicable.

Marriage Leave

Marriage Leave Policy comes under the Leave of Absence Policy in the personal reasons section.

As per the Personal Reasons policy leaves are granted for a period of one week.

If the employee requires more than one week's leave for marriage the same can be requested. Even with the request, approvals are strictly based on business climate and delivery criticality. The decision of the management will be final in this regard.

Maximum leaves that can be availed for marriage is 3 weeks (with or without leave balance).

The marriage card should be submitted as proof to the HR as soon as possible and before going on leave the work should be handed over to the team member or manager as per the team manager's decision.

Revision History

Amendment Date	Policy Version	Author	Approved By	Nature of Changes
July 2022	Version 2.0	People Team	Management	updated and converted to new format
June 2023	Version 2.1	People Team	Management	Paternity Leave & marriage Leave