

Leaves Policy

Purpose of this document:

This policy establishes guidelines for managing employee leave, including various types of leave such as vacation, sick leave, personal leave, and other authorized absences. This policy aims to ensure fairness, consistency, and compliance with legal requirements while promoting employee well-being, work-life balance, and operational continuity within the organization.

Types of leaves:

1. Privilege/Earned Leave

You will accrue 12 paid days off each calendar year for time away from work. Benefits begin on the date of joining and are prorated during the first year. These are for planned leaves and have to be applied at least 1 week before the start of your leaves.

Only this type of unused leaves are carried forward and encashed or paid out as mentioned below, the other type of leaves are not carried forward or paid out.

Joining date and leave balance: Leave balances will be accrued / adjusted / calculated based on your working days in a year starting from date of joining.

2. Casual/sick or emergency Leave

You are entitled to 8 paid days of casual/sick leave each financial year. Benefits begin on your date of joining and are prorated during your first year. 8 days - (8 days in a year which shall be credited into the account of the employee on a quarterly basis, i.e. per quarter 2 days).

Joining date and leave balance: Leave balances will be accrued / adjusted / calculated based on your working days in a year starting from date of joining.

Sick leaves above 2 consecutive days may require medical certificate to support the sick leave approval.

3. National / Festive Holidays

Employees are granted a total of 10 holidays each year. The observed holiday list is released annually in April, aligning with government recommendations

Note:

1. All Flairminds projects follow workdays and timings of respective customers if the project is in support phase (but not limited to support phase projects) or customer has specifically asked for any type of support / help. This needs to be decided before the project starts.
2. The communication regarding which holidays to follow will be handled by Flairminds management and not by the individual associates.
3. In the case of multiple locations/regions involved, it will be treated as a special case, and we will have to work with the customer for a suitable arrangement.

4. Compensatory off leave

- a. Flairminds allows customer approved comp offs. However, they are allowed only for the number of hours logged in Zymmer for the work done on the holiday.
- b. They must be taken within 3 months of the holiday worked on.
- c. They cannot be clubbed with other leaves / vacations.
- d. They must be taken individually. They cannot be clubbed together.

5. Working hours & unpaid leave (on the basis of working hours)

Our standard working hours are from 9AM to 6PM (including breaks). Anyone coming after 9.30AM will be considered as half day unpaid leave. It is understood that there are cases where working late or working longer time is required on a case-by-case basis or as standard working hours of a specific team / project requirement. Exception is allowed to this policy only under the below circumstances:

- a. There is more than 8 hours' time logged in Zymmer on the previous day.
- b. There is a HRMS entry with "Working late today". To be entered on the same day of working late and not on the next day or later/earlier.
- c. There are pre-approved standard working hours of the project / team.

Note:

1. All Flairminds projects follow workdays and work timings of respective customers if the project is in support phase (but not limited to support phase projects) or customer has specifically asked for any type of additional support / help.
2. The communication regarding which holidays to follow will be handled by Flairminds management and not by the individual associates with the customer.
3. If it is Flairminds working day and it is customer holiday (and customer holidays are applicable to you) then associate is required to enter "**Customer holiday**" in the HRMS system to avoid that day getting marked as absence from work.

6. Unpaid leaves:

Additionally, any leaves taken over and above your leave balance, for any leave category, will be considered / get applied as unpaid leaves in HRMS.

7. Customer approved work from home:

This work from home can be taken only if there is prior email customer approval and is applicable only for situations where additional support is required / requested by customer outside of working hours or on holidays. This is in addition to the monthly balance of work from home.

8. Working late today:

If an associate is working later and as a result of which he/she is likely to come in late on the following working day then making an entry with this leave type is required to avoid half day unpaid leave deduction on the following day.

9. Visiting client location:

This leave type will be used when an associate is visiting a client location and will be absent from the office. This will avoid the day(s) being marked as unpaid leave.

10. Customer Holiday:

In case customer holidays are applicable to your project / team, Flairminds workday will be marked as absence from work when your team has a customer holiday. To avoid this please make an entry for with this type of leave

How do you apply for leave?

1. Inform your leads and team about the leaves you are taking or planning to take in advance.
2. All planned leave should be discussed ahead of time and approved by the approver. Additionally, any leave plans for more than 3 days in a row should have at least 2 weeks' notice to ensure deliverables are not impacted.
3. All types of leaves must be applied on the HRMS system. Leave applied in the HRMS system does not mean it is approved. In such case it is "not approved".

Leave encashment:

Only unused privileged leaves are carried forward to the next year and they will be en-cashed or paid out when the carried forward count of privileged leaves reaches a minimum of 15. They will be paid out at the end of that "carried forward" respective financial year along with the yearly variable processing.

Note: This leave policy is subject to review and may be updated as necessary without any prior notice to align with organizational objectives and changing work dynamics.

Note for the approver: All types of leaves must be approved with due consideration of the impact on the customer's or internal work / project. In case customer approval is required, it needs to be taken before approving. If in doubt, please consult HR for help.

*** end of document ***