



## Employee Separation

FIS, India

**DOCUMENT CONTROL**

Employee Handbook					
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**APPROVALS**

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1	1.0	1.1	1 July 2016	Change in retirement age
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## EMPLOYEE SEPARATION

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### 1.OBJECTIVE

To define and lay down the guidelines /procedures for employee separation. To facilitate subsequent transition and to approach the process with a sense of mutual respect.

### 2.APPLICABILITY

All full time employees on the rolls of FIS in India.

### 3.GUIDELINES

These guidelines apply to all separating employees on the payroll of FIS India.

Separation can be of the following nature

1. Voluntary - Resignation /Voluntary Abandonment of Services
2. Involuntary –Termination
3. Retirement from services

### 4.VOLUNTARY RESIGNATION

An employee may initiate separation from the Company at any time. The resignation information should be in writing.

### 5.RESIGNATION

- 5.1 A resigning employee needs to submit his/her resignation via email to his/her Supervisor.
- 5.2 The Supervisor needs to acknowledge the resignation and communicate the same to the employee.
- 5.3 Supervisor needs to initiate a 'Termination' workflow in Workday, with the date of relieving, in consultation with respective Geo People Partner.
- 5.4 Employees leaving the company other than on normal retirement /termination are required to serve a notice period as defined in the appointment letter or subsequent communication, to complete the assigned duties and allow company to make alternative arrangements.
- 5.5 Every employee will be subjected to the notice period as mentioned in his/her appointment letter or subsequent communication.



- 5.6 Should an employee request an early release prior to completion of the notice period, the company reserves the discretion to grant an early release with or without recovery of notice pay (release without notice period recovery can be done only in exceptional circumstances and needs approval of Group SPoC and Head – TPO) for the shortfall on notice period with necessary approval from Group SPoC and Head -TPO.
- 5.7 Notice period will be recovered on the basis of monthly fixed salary. The notice pay recovery received from the employees (as per the terms of employment contract) for short-fall in serving the notice period, will attract GST @ 18%.
- 5.8 Privileged Leave Encashment will be done on basis of monthly fixed salary.
- 5.9 Privilege leave cannot ordinarily be availed during notice period. However, a maximum of 3 Casual leaves can be availed of during the notice period.
- 5.10 No employee can be on leave on his/her last working day in the organization and the employee has to be physically present at work for it to be considered the last working day.
- 5.11 Company reserves the right to release an employee prior to completion of his/her notice period. In such cases, an employee will be paid monthly fixed salary only for the remaining notice period.
- 5.12 Any payments made towards facilitating joining like notice period buyout , relocation, joining bonus paid etc. shall be recovered during the full and final settlement of dues, if an employee voluntarily separates from the company during the first one year of service.
- 5.13 Gratuity will be paid to an employee on completion of a minimum of 5 years of continuous service with the company, after date of separation.
- 5.14 Separating employees are required to complete the clearance / exit formalities before leaving the office premises on his/her last working day.
- 5.15 For voluntary and involuntary terminations, the employee's Supervisor, IT and Facilities Department will secure company property from the employee on the employee's last day of employment.
- 5.16 Based on the last working day of the voluntary and involuntary terminations, Facilities & IT team will work in partnership to ensure that the access to premises & Network is deactivated for the outgoing employee.
- 5.17 TPO Operations will issue a Service Certificate to the resigned employee, subject to exit clearance.
- 5.18 An employee shall not be eligible to receive any referral program payout, if he/she voluntarily quits the services of the company before the referral payout.
- 5.19 Employees, who have resigned and left the organization before the payout eligibility date of 31 Dec will not be eligible for any performance variable compensation payout for that performance year.



### 6. VOLUNTARY ABANDONMENT OF SERVICES

- 6.1 If an employee fails to report to work for five consecutively scheduled workdays without notice to, or approval of his or her Supervisor, and further does not revert within 21 calendar days then the Company will consider that he/she is no longer interested in continuing the employment and treat this as voluntary termination.
- 6.2 Employee's name will be taken off the company payroll.
- 6.3 HR will follow due process in ensuring that the delinquent employee is given sufficient opportunity to represent his/her case during these 21 days.
- 6.4 The company is not liable to pay any notice pay thereof.

### 7. TERMINATION OF SERVICES

Any employee's services with the company are subject to termination in case of gross misconduct, violation of company policies or extremely poor performance that fails to meet expected standards. TPO would complete the separation process for such employee's adhering to the Principles of Natural Justice.

### 8. RETIREMENT

An employee will retire from the services of the company on attaining the age of 60 years. Any exceptions will need to be approved by the Management. The retirement benefits will then be in line with applicable statute.

All dues would be paid to the employee on his/her retirement. Employees will retire on the last day of the month in which he /she attains the retirement age.

### 9. GENERAL

FIS is committed to follow all applicable state and statutory employment laws/regulations prevalent in India while processing any exits and separation formalities for its employees.