

LEAVE POLICY

TABLE OF CONTENTS:

1. OBJECTIVE
2. SCOPE
3. GENERAL GUIDELINES
4. LEAVE CALCULATION
5. TYPES OF LEAVES
 - A. ANNUAL LEAVES
 - a. PRIVILEGED LEAVE
 - b. SICK/ CASUAL LEAVE
 - B. EVENT BASED LEAVES
 - a. PATERNITY LEAVE
 - b. COMPENSATORY OFF
 - c. COMPASSIONATE LEAVE
 - d. RELOCATION LEAVE
 - e. ADOPTION LEAVE
 - f. LANDING LEAVE
 - g. MATERNITY LEAVE
6. DISCLAIMER

DOCUMENT REVISION HISTORY

Version Number	Modified Date	Modified By	Changes	Approval Authority
1.0	01/04/2014	HR Operations	Introduced the policy	Head, HR
1.1	08/03/2017	HR Operations	Changes as per the Maternity benefit Act (Amendment) bill 2016	Head, HR
1.2	01/01/2018	HR Operations	Categorized the leaves. Changes to the leave calculations, guidelines & carry forward limit	Head, HR

1. OBJECTIVE

To specify the leave entitlements and the terms and conditions governing the same, to Altran India employees. The leave policy have been formulated to enable our employees to maintain a healthy work life balance.

2. SCOPE:

Applicable to full time & fixed term employees of Altran India Pvt Ltd.

3. GENERAL GUIDELINES:

- Availing of Leaves should be done in a planned manner.
- Leave shall be taken with prior approval. In normal circumstances leave should be approved by the manager at least 15 working days in advance taking in to account any commitments to the projects and/or project deliverables.
- In case of any emergency the employee shall keep the sanctioning authority informed of his/her absence and regularizes the administrative procedures immediately on resumption of duties.
- Leave calendar shall run from 1st January to 31st December for a year.
- Intervening holidays will not be treated as part of leave in the case of Privileged and Sick / Casual Leave.
- Unauthorized absence from work shall be dealt by the management as per the disciplinary action as mentioned in work environment policy
- All employees will need to apply for leave by logging in to the leave management module on the ESS portal.
- Unapproved leave, or absence or any leave availed in excess of the available balance will be treated as loss of pay on the basis of Gross Salary. LOP includes the intervening holidays and weekly offs.

- Advance Privileged Leaves and Sick / Casual Leave will be granted on annual basis, will be pro rated based on Date of Joining.

4. LEAVE CALCULATION:

Leaves shall be granted to all new joiners on a prorata basis based on the Date of joining.

For New Hires : Leaves will be calculated based on DOJ as below

Date Of Joining (DOJ)	No. of privileged leaves for all employees	No. Sick/Casual leaves for all employees
1 to 15	1.5	1
16 to 30/31	0	0

Employee joining b/w 1st to 15th, full credit of the leave for the particular month.

Employee joining b/w 16th to 30th/31st, No credit for the particular month.

For Resignees : Leaves will be calculated based on LWD (Last working Day) as below

Date Of Leaving (DOL)	No. of privileged leaves for all employees	No. Sick/Casual leaves for all employees
1 to 15	0	0
16 to 30/31	1.5	1

Employee Leaving b/w 1st to 15th, No credit for the particular month.

Employee Leaving b/w 16th to 30th/31st, full credit for the particular month.

Employee resigned in the mid of the leave calendar, Privileged & SL/CL Leaves will be reversed on a pro rata basis.

Availed excess leaves will be treated as Loss of pay (LOP) in full & final settlement.

5. TYPES OF LEAVES

Altran India will follow, below leaves under its leave policy:

A. ANNUAL LEAVES

- a. Privileged Leave
- b. Sick / Casual Leave

Verticals	Privileged Leave per year	Sick/Casual Leave per year
All Verticals	18	12

B. EVENT BASED LEAVES

- a. Paternity Leave
- b. Compensatory Off
- c. Compassionate Leave
- d. Relocation Leave
- e. Adoption Leave
 - i. Entitlement for Female Employees
 - ii. Entitlement for Male Employees
- f. Landing Leave
- g. Maternity Leave

A. ANNUAL LEAVES

Advance Privileged Leaves and Sick / Casual Leave will be granted on annual basis.

a. PRIVILEGED LEAVE:

The objective of Privileged leave is that an employee should have rest or recuperation from time to time for short spells with pay. All Full time and Fixed term employees will be entitled to 18 days of PL for each year of service on pro-rata basis. Every year (**N**) only a maximum of 14 days of PL shall be carried forward to the next year and this carry over leaves needs to be utilized in the **N+1** year failing which it will lapse. Privileged Leaves shall be encashed on the basis of Basic Salary and HRA and is permissible at the time of exit only during the full and final settlement. Tax deduction on encashment of leave will be in accordance with the provisions of the IT rules.

Privileged leave shall be taken only with the prior approval of the reporting managers. Intervening weekends or holidays shall not be treated as Privileged Leave.

In order to avail Leave Travel Allowance (LTA), an employee will have to avail minimum 3 days of PL at a stretch. In the event of an employee not availing the said leave, LTA amount shall be paid to him/her towards the end of the financial year subject to tax as applicable.

b. SICK/CASUAL LEAVE:

Sick cum Casual leave is paid time off from work provided to employees on account of some urgent and unforeseen contingencies or temporary illness. All employees will be entitled to a maximum of 12 days of annual grant of sick cum casual leave. Leave will be pro rated based on date of joining(DOJ) during the year.

If more than 3 days (at one stretch) are applied under this category for sickness reasons, then it should be supported by a medical certificate from a registered medical practitioner. In exceptional cases based on merits, sick leave can be granted in excess of the entitlement subject to the approval of the HR Director and the vertical Head. Management reserves the right to direct the employee to undertake necessary medical examination(s) under the supervision of its designated doctor(s) and at such medical facilities as it deems fit to satisfy itself regarding employee's medical fitness and/or for any discretionary dispensation.

Intervening holidays will not be treated as part of leave.

All un utilized leaves in this category will get lapsed by end of the year and encashment of Sick Leave is not permissible under any circumstances.

B. EVENT BASED LEAVES

Employee to request the HRBP for leave grant. These leaves will be granted by the HRBP's request in ESS portal.

a. PATERNITY LEAVE:

Paternity Leave is paid time off from work granted to male employees immediately after the birth of his child to make arrangements for the child's welfare. It is applicable to all Male employees to a maximum up to 5 days at a stretch. This leave shall be granted when the employee intimates his immediate manager/ HRBP the birth of his child.

Paternity leave must be utilized within 3 months from the date of birth of the child, else it shall get lapsed. This leave is not encashable. Employee to submit the discharge summary to the HRBP to grant the paternity leaves in ESS portal.

b. COMPENSATORY OFF:

Compensatory Off is paid time off from work granted to billable employees if they have been asked by their manager to perform duty on an official holiday or on the weekly offs. All employees from the technical department will be entitled for compensatory off which should be utilized within 90 days from the date on which such duty was performed. The employees from the support departments will be eligible for this option only at the discretion of the functional Head.

The employee has to request for a leave grant on the ESS portal mentioning the date for which the compensatory off is being requested by regularizing their attendance for the week or public holiday for which they have worked. Once the manager approves the request, the leave is granted on the tool. An employee can then avail the same by applying for a leave against the compensatory off granted. Any un-availed Compensatory Off shall lapse by end of the year. This leave is not encashable.

c. COMPASSIONATE LEAVE:

Compassionate leave is paid time off from work granted to employees on account of death of the family member and to overcome the grief. All employees will be entitled to a maximum of 3 days of Compassionate Leave. This leave shall be granted up on receiving the news of demise of immediate family members which includes dependent parents, parents in laws, siblings, spouse and children. Management reserves the right to ask for a proof of the demise if required.

Compassionate leave must be utilized within a month from the date of demise of the family member, else it shall get lapsed. This leave is not encashable. Employee to reach out to the respective HRBP for granting the compassionate leaves in ESS portal.

d. RELOCATION LEAVE:

Relocation leave is paid time off from work granted to employees to establish in a new place/location of work decided by the employer. All employees relocating to different work location for more than 6 months will be entitled to a maximum of 5 days of Relocation Leave.

The employee has to request for a leave grant on ESS portal as soon as he/she receives the relocation/transfer letter from the HRBP mentioning the dates for which the relocation leave is being requested. An employee can avail the same by applying for the leave(s) against the relocation leave entitlement. For details on entitlement, please refer the Relocation policy.

Relocation leave must be utilized within 3 months from the date of relocation, else it shall get lapsed. This leave is not encashable.

e. ADOPTION LEAVE:

i. Entitlement for Female Employees

Adoption Leave is paid time off from work granted to female employees to care for the child or make arrangements for the child's welfare after adoption. All female employees who have completed 12 months in the organization shall be entitled for a maximum of 12 weeks of paid leave under this category. The leave can be taken from the date of adoption of the child. Adoption leave can be availed only if the adopted child is less than or equal to 3 years. The adoption should be legal and as per the provisions of the Child Adoption Act. A certificate from the concerned authorities has to be furnished. During this leave, the employee will be paid only gross salary.

The employee has to request for a leave grant on ESS portal as soon as she decides to adopt a child mentioning the dates for which the adoption leave is being requested. Once the manager approves the request, the leave is granted on the tool. An employee can then avail the same by applying for a leave against entitlement and submitting the document evidence on the adoption. Any un-availed Adoption leave shall lapse by end of the year. This leave is not encashable.

ii. Entitlement for Male Employees

Adoption Leave is paid time off from work granted to male employees after adoption of the child to make arrangements for the child's welfare. All Permanent male employees shall be entitled for a maximum of 5 days at a stretch of adoption leave from the date of adoption of a child. Adoption leave can be availed only if the adopted child is less than or equal to 3 years. The adoption should be legal and as per the provisions of the Child Adoption Act. A certificate from the concerned authorities has to be furnished.

The employee has to request for a leave grant on ESS portal as soon as he decides to adopt a child mentioning the dates for which the adoption leave is being requested. Once the manager approves the request, the leave is granted on the tool. An employee can then avail the same by applying for a leave against the adoption leave granted. Any un-availed adoption leave shall lapse by end of the year. This leave is not encashable.

f. LANDING LEAVE:

One day landing leave is granted only to employees who travel to United States of America (USA) for minimum period of 2 weeks. Employee need to avail this leave immediately on their return to their location of work and cannot be compensated later.

g. MATERNITY LEAVE:

The objective of the Maternity Benefit to protect the dignity of motherhood by providing the maternity benefit as per the Maternity Benefit Act 1961.

➤ Benefits Under Maternity Leave Policy

Maternity leave is governed by the Maternity Benefit Act, as per Government of India rules and regulations.

- Employee should have worked with Altran for a minimum period of 80 days before the expected date of delivery in the preceding 12 months period will be eligible for this benefit.
- Maternity leave can be availed for a maximum period of 26 continuous weeks inclusive of weekly offs and other holidays within the period.
- Employee can avail maternity leave only twice during her service.
- Maternity leaves can be applied according to the medical needs; however pre natal leaves can be availed 8 weeks before the expected date of delivery.

- Maternity leave for children beyond the first two will continue to be 12 weeks.
- 12 weeks of Maternity Benefit to a 'Commissioning Mother' and 'Adopting Mother'.
- Employee needs to submit the letter from the doctor informing the company about the pregnancy and the expected date of delivery. Submit the Annexure form E along with the medical certificate. Form E can be downloaded from ESS portal
- Maternity leaves will be granted in ESS tool.
- During the maternity period, the employee will be paid monthly full salary.
- Women under ESI scheme will receive the Maternity benefit under ESI Scheme.
- The employees who are already on maternity leave will be eligible for enhanced paid leave as per the amended Maternity Benefit Act effective 8th Mar 2017.
- Additional Maternity leaves beyond eligibility will be adjusted against your annual leaves

➤ **Entitlements & Approval Matrix**

- Expectant mothers can request a fixed shift for a period of 4 months.
- Returning mothers can request a fixed shift for 2 months from the date of return to work.
- Returning mothers can avail 2 nursing breaks until the child attains the age of 15 months in addition to the existent break.
- In case of crèche facility, women can visit the crèche facility 4 times a day provided the crèche facility is within the prescribed distance of 5 km from location of work
- Women employee interested in availing the benefit of this policy are required to get consent from their manager.

➤ **Miscarriage or Medical Termination of Pregnancy (MTP)**

- The leave can be availed by female employee and can be taken continuously for a maximum period of 42 days (6 weeks). This includes weekly offs and public holidays.
- Submit the Annexure form B along with the medical certificate. Form B can be downloaded from ESS portal. During this period, the employee will be paid full monthly salary.

➤ **Tubectomy (Permanent Contraception for Women)**

- The leave can be availed by female employee and can be taken continuously for a maximum period of 12 days (2 weeks) immediately following the day of her tubectomy operation.
- This includes weekly offs and public holidays.
- Submit the Annexure form B along with the medical certificate. Form B can be downloaded from Intranet.

- In case if the tubectomy operation is done immediately after the delivery during the maternity period, then the above said leaves will not be applicable.
- Above said leaves will be applicable only if the female employee goes for a tubectomy operation any time after the maternity period.
- During this period, the employee will be paid full monthly salary.

➤ **Illness Arising Out of Pregnancy, Delivery, Premature Birth of Child**

- The leave can be availed by female employee and can be taken continuously for a maximum period of 30 days (4 weeks).
- This includes weekly offs and public holidays.
- During this period, the employee will be paid full monthly salary.
- Submit the Annexure form B along with the medical certificate. Form B can be downloaded from ESS portal.
- Employee must attach the medical document signed by the certified Gynecologist. Contact the HRBP for further details.

6. DISCLAIMER

This policy and its contents are confidential and intended solely for the use by employees of Altran Technologies India Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these content to other than the intended recipient / users is strictly prohibited. It is the sole discretion of the Management to change, amend the entire policy and/or its clause/s from time to time and/or withdraw the same, without any notice. This policy supersedes all earlier versions if any.