



SUPREMOLOGY SOFTWARE SERVICES PVT LTD

LEAVE POLICY



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DOCUMENT REVISION HISTORY				
Released Version Number	Modified Date	Modified By	Changes	Approval Authority
2.0	01/11/2019	HR Operations	Introduced the policy	Head, HR
2.0	01/11/2019	HR Operations	Changes as per the Maternity benefit Act (Amendment) bill 2016	Head, HR
2.0	01/11/2019	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 Supremology India employees. The leave policy has been formulated to enable our employees to maintain a healthy work life balance.

2. SCOPE

Applicable to full time & fixed term employees of Supremology Software Services Private 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 leave by sending an email to your reporting managers



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- 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 monthly basis, will be prorated based on Date of Joining.

4. LEAVE CALCULATION

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

NEW HIRES: Leaves will be calculated based on DOJ as explained below.

Note:

During probation period, Employees are entitled to avail Casual Leave (1 Casual leave per month up to 6 months) & no Earned Leave. The Casual leave cannot be carry-forwarded and is not encashable after Probation period. Hence casual leave lapses.

- Employee joining b/w 1st to 15th, full credit of the leave for the month.
- Employee joining b/w 16th to 30th/31st, No credit for the month.

Date of Joining (DOJ)	CL Credit to Employees (Permanent/Contract)	CL Credit to Employees (Permanent/Contract)
1 to 15	0	1
16 to 30/31	0	0

- After successful completion of Probationary period & upon confirmation of services only, employees are entitled with 2 Earned Leaves on a monthly basis for the rest of the calendar year.

Date Of Joining (DOJ)	EL Credit to Employees (During Probationary period)	EL Credit to Employees (Upon completion of Probationary period i.e. 6 months & after Confirmation of Services)
01.03.20xx	0	0
01.09.20xx	0	8

PERMANENT EMPLOYEES: Employees who has successfully completed 6 months of probationary period & upon confirmation of services are termed as permanent employees.

Note: Permanent Employees are entitled for 12 Earned Leaves and 6 Casual Leaves annually. Casual leaves cannot be carry-forwarded and is not encashable.



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Earned Leaves can be carry-forwarded fully and accrued for encashment during the Final Settlement.

Date of Joining (DOJ)	No. of Earned leaves for all employees	No. Casual leaves for all employees
1 to 30/31	1	1

FOR RESIGNEES

Leaves will be calculated based on LWD (Last working Day) as shown below. Employees serving notice period are not entitled for EL or CL. However, in emergency situations it will be considered as LOP (Loss of Pay). Employee resigned in the mid of the leave calendar, Earned & Casual 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

Supremology will follow, below leaves under its leave policy.

a. ANNUAL LEAVES

- i. Earned Leave
- ii. Casual Leave

Verticals	Earned Leave per year	Casual Leave per year
All Verticals	12	6

ANNUAL LEAVES: Earned Leaves and Casual Leave will be granted on monthly basis. Leaves shall be credit to the employee on the beginning of each as per the Leave calculation policy.

i. EARNED LEAVE

The objective of Earned 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 with Earned Leave as per the policy. Every year (N) only a maximum of 12 days of EL 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. Earned Leaves shall be encashed based on Basic Salary 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. Earned leave shall be taken only with the prior approval of the reporting managers. Intervening weekends or holidays shall not be treated as Earned Leave.



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ii. 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 6 days of annual grant of sick cum casual leave. Leave will be prorated 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. 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 non-utilized sick cum casual leaves in this category will get lapsed by end of the year and encashment of Casual Leave is not permissible under any circumstances.

b. LEAVE TRAVEL ALLOWANCE

In order to avail Leave Travel Allowance (LTA), an employee will have to avail minimum 3 days of EL 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.

c. EVENT BASED LEAVES

- i. PATERNITY LEAVE**
- ii. BEREAVEMENT LEAVE**
- iii. MATERNITY LEAVE**
- iv. MARRIAGE LEAVE**

Employee to request the HR for leave grant via Email. These leaves will be granted by the HR Department.

i. 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. Paternity Leave shall be given only to the permanent employees. It is applicable to all Male employees to a maximum up to 3 days at a stretch. This leave shall be granted when the employee intimates his immediate manager/ HR the birth of his child. Paternity leave must be utilized within the first month from the date of childbirth, else it shall get lapsed. This leave is not encashable. Employee to submit the discharge summary to the HR to grant the paternity leaves via Email.

ii. BEREAVEMENT LEAVE

Bereavement 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 Bereavement Leave. This leave shall be granted up on receiving the news of demise of immediate



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family members which includes dependent parents, spouse and children. Management reserves the right to ask for a proof of the demise if required.

Bereavement 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 needs to procure Managers approval and then reach out to the respective HR for obtaining approval for bereavement leaves.

iii. 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. Maternity Leave shall be given only to the permanent employees & upon successful completion of probation & only after confirmation of their employment.

iv. MARRIAGE LEAVE

The objective of the Marriage Leave is to congratulate the Employee as he/she would be entering into a new betrothal, therefore Supremology is providing 3 days of marriage leave to such employees. Employees need to get approval from the Reporting Manager keeping the HR in the loop.

6. BENEFITS UNDER MATERNITY LEAVE POLICY

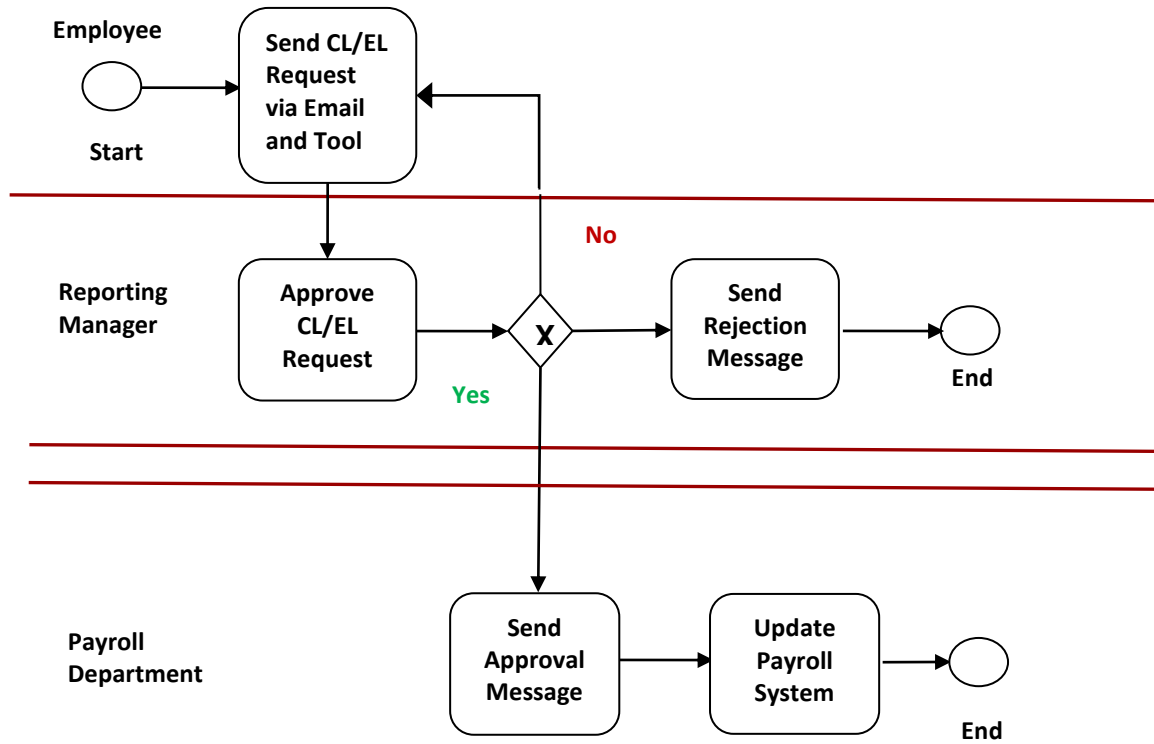
Maternity leave is governed by the Maternity Benefit Act, as per Government of India rules and regulations. Maternity leaves shall be applicable only for those Lady Engineers who are permanent employees of Supremology. **Maternity leave is not applicable to those who are still in probationary period & whose services has not been confirmed yet.**

Employee should have worked with Supremology for a minimum period of 180 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 12 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 4 weeks before the expected date of delivery. 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 procured from HR team. Maternity leaves will be granted by your Reporting manager keeping HR in the loop. During the maternity period, the employee will be paid monthly full salary. Women under ESI scheme will receive the Maternity benefit under ESI Scheme. Additional Maternity leaves beyond eligibility will be adjusted against your accumulated annual leaves

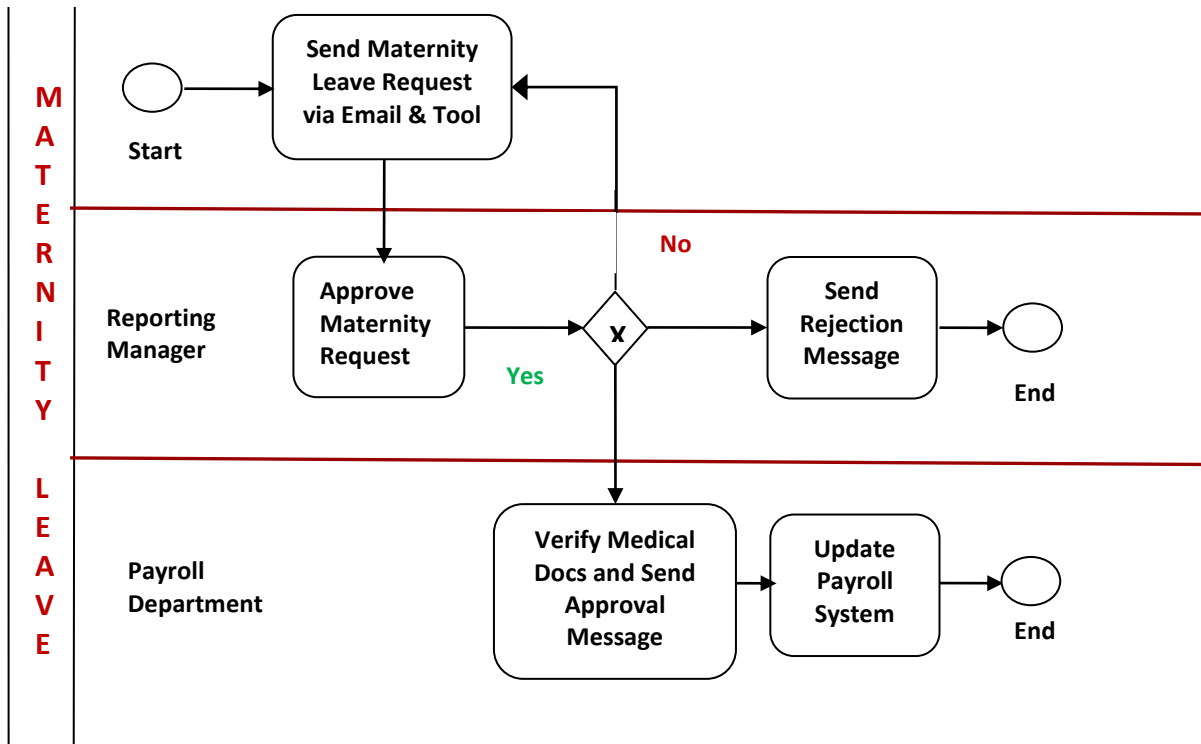
7. LEAVE APPROVAL MATRIX

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8. DISCLAIMER

This policy and its contents are confidential and intended solely for the use by employees of Supremology software services Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these contents to other than the intended recipient / users are 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.

9. FAQ

Will I get paid while I am on a leave of absence?

Leaves of absence would be paid for the Earned Leaves as allotted by the Company. Other Leaves of absence are without compensation with the exception Maternity (Childbirth) Leave, Paternity Leave, Bereavement & Marriage Leave.

What if I must care for a seriously ill family member?

Employees can request a Sick Leave to care for a seriously ill family member.

How do I request a Leave of Absence?

See the above-mentioned Leave Approval Matrix to apply Casual or Earned Leave.

Who should I contact with questions about my Leave of Absence?

Contact HR Supremology at infoHR@supremology.com



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When will my Leave of Absence begin?

Most Leaves of Absences begin after paid time (such as Casual Leave or Earned Leave) has been exhausted.

What information regarding my leave will I receive in the mail?

Depending on the type of leave, an employee may receive either leave Approved or Leave disapproved Email from your Reporting manager AND OR HR department.

Is my job protected while I'm out on a leave?

Employees returning from a Maternity leave of three months or less and one week of Paternity leave is safely protected from their job.

How will a Leave of Absence affect my years of service?

Years of service are not affected by the Leaves of Absence.

Do I need to stay in contact with my department during my leave?

It is recommended that employees stay in contact with their department or with Work Connections, if possible/applicable.

What do I do if I need an extension on my Leave of Absence?

Employees need to contact their supervisor/Reporting Manager well in advance to extend their current type of leave for a specific period.

I am still on Leave of Absence status but have returned to work. I have not received my paycheck.

How do I become active again?

Employees should contact their supervisor. Supervisors need to contact their HR representative to confirm that return from leave paperwork has been processed.

What if I don't return from my leave?

Failure to report for work at the conclusion of a leave without requesting and receiving an extension of the leave will be cause the termination of the employee.

How can I tell if my Leave of Absence has been processed?

Employees can check their Emails which contains response as "Approved or Disapproved" OR in the Leave Management System

I am working in a Client location & client is providing only 15 annual leaves to the employees.

What happens to my Leave credit?

You are an employee of Supremology & hence your leave credit shall be in line with the Supremology Leave policy only & not w.r.t Client leave policy.

I am working in a Client location & which public holidays are applicable to me?

When you are working in Client location, then Client public holidays are applicable to you & not Supremology published holidays.



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I am working in a Client location & there is an Office Shutdown in client location from 26th Dec to 31st Dec. What happens to my Leave Balance?

When you are in Client location your holidays are in line with the Client public holidays only. However, if there is a global shutdown of the client premises, then you need to avail leaves as per the policy. This means you need to apply for leave from your existing balance available in your CL & EL. Global Shutdown of Client premises is not been considered as an exemption & hence your leaves shall be deducted accordingly.

I'm on or going on a Leave of Absence. What happens to my benefits?

Depending on the type of leave an employee takes, and whether any portion of the leave is also covered by Maternity/Paternity/Bereavement category, different rules apply to benefits during a leave of absence. Please contact your HR department to get specific information.

I have been out on a Leave of Absence for 3 months and have returned to work and would like to enroll in benefits again. How do I do that?

If your benefits were waived while on Leave of Absence, you will be reinstated upon return from leave. Employees who waived benefits while on Leave must report any changes (such as adding new dependents) within 30 days of returning from leave. If your benefits were continued while on Leave of Absence, you must report any changes (such as adding new dependents) within 30 days of the event (such as childbirth).

What happens if I move from one type of leave of absence to another?

When you move from one type of leave of absence to another, you may receive a second leave letter approval to continue the benefits based on the decision of your reporting manager under the HR purview.

For any further questions, please contact infoHR@supremology.com