

# INDIA POLICIES



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## ***Leave Policy***

***Version 2.2***

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Wipro – For Internal circulation only  
Compensation & Benefits Team

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## OBJECTIVE / PHILOSOPHY OF THE POLICY

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Leave policy provides employees with time off from work for reasons of rest and relaxation, illness, maternity and other reasons. We understand that employee's needs might vary from time-to-time and leave policy is designed to cater to most of them.

## ELIGIBILITY

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All India based employees of Wipro Technologies, Wipro Corporate & Wipro Eco Energy are eligible for the Leave policy.

This policy does not apply to WASE, WIMS, SIM & WiSTA students. Leave policy pertaining to them is updated on <http://learning.wipro.com/> >> Education Initiatives >> Ready Reckoner >> HR Policies

## POLICY

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The following types of leave are included in the Leave policy :

- Annual Leave
- Sick Leave
- Sabbatical Leave
- Maternity Leave ( Includes Miscarriage Leave, Extended maternity leave)
- Industrial Injury Leave
- Transfer Leave
- Adoption Leave
- Holiday / Weekend working
- Loss of Pay

For further details on the above mentioned leave policies, please refer links available.

## PROCESS

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To apply for any of the above mentioned leave, please logon to [myWipro](#) → My Time → Leave → Apply / Cancel.

Choose the various options on the web for applying, cancelling or modifying leave. On applying/cancelling/modifying leave, your leave status is updated and the request is sent to the concerned person for approval. If the leave is disapproved, the leave balance is restored as is before that leave application.

To view Leave transaction & Balance of previous years, please log onto [myWipro](#) → My Time → Leave → Leave Details.

### Leave Reversals:

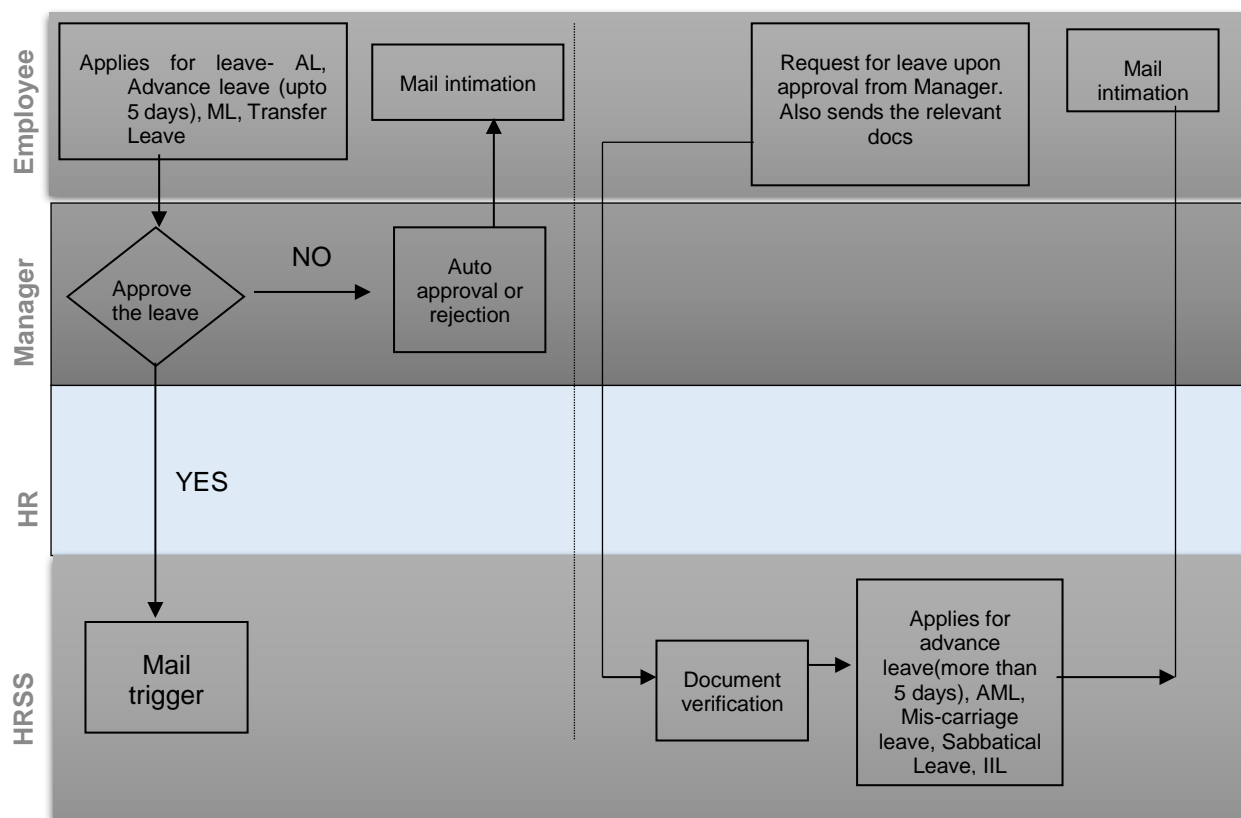
For any leave cancellation / reversal owing to non-updation of Efforts on TMS module, you can login to [myWipro](#) → My Time → Leave → Leave Reversal and request for reversal of leave within 7 days of leave

deduction date after updating your Efforts data. In case you face any issue please raise a [service connect](#) ticket.

On reversal of system deducted leave, if the attendance is greater than 8.75 hours and efforts more than 5 hours, then the leave reversal will get auto approved. This is not applicable of half day reversals.

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### **Approval Process flow chart:**



## **TYPES OF LEAVE**

### **ANNUAL LEAVE:**

#### **Objective**

Annual leave is a key benefit essential to take care of employees' personal & family needs. It plays a vital role in rejuvenating the energy of the employee from time to time. In order to promote better work-life balance, we encourage all employees to avail their Annual Leave.

#### **Eligibility**

All India based employees of the company are eligible for annual leave.

#### **Policy and Entitlement**

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- Employees earn 21 days of annual leave during each year of service, where year is defined as Calendar year (January to December) for all the employees.
  - *Employees based in Pondicherry and Kotdwar are entitled to 28 days of annual Leave*
  - **Annual Leave is earned on a day to day basis. Employees do not earn annual leave for the days when they are availing any leave other than Annual Leave, Sick Leave, Maternity Leave & Transfer Leave** e.g. when an employee is on Loss of Pay Leave, he does not earn annual leave for the period that he is on loss of pay leave. The number of leave days that an employee can avail is exclusive of official and weekly holidays.
  - **New joinees** will have an opening balance of 5 days which is leave accumulation for first 3 months from the date of joining. Thereafter the actual accumulation of leave will commence from the fourth month onwards. Refer example below in Table 1.1 for details.
  - New joinees who join in the month from October to December will not have any leave lapse in the current year of joining.
    - The leaves earned for the first 3 months would be accounted for while calculating of the total leave balance along with next year's leave earned. The leave lapse rule will apply on the total leave balance (AL earned + AL carried forward from the joining year). This calculation is applicable for all those employees whose date of joining is between October to December. (E.g Rajesh joined in Oct 2011. He has 5 leaves as opening balance. As of Jan 2012, all 5 leaves get carried forwarded considering Rajesh has not availed any leave. Rajesh doesn't avail any leave in 2012 as well. In Dec 2012, the leave lapse rule shall apply to 21 days (earned in 2012) + 5 days (earned in 2011) = 26 days. Total of 16(13+3) days shall lapse by the end of Dec 2012.)
  - Employees can avail up to -5 days of advance leave. In case of personal reasons (like critical medical condition, self-marriage, death in the family or hospitalization), advance leave up to maximum 25 days can be availed post HR approval.
  - Annual leave balance is adjusted every yearend on 31 December. Out of 21 days earned in a year, 13 Days mandatorily need to be availed, else they will lapse and remaining 8 will get carry forwarded(61.90% of the leaves earned in a year need to be mandatorily availed, else will lapse and rest 38.09% will get carry forwarded if not availed) for all confirmed as well as probationer employees.
  - If Annual Leave is applied for next calendar year then it may get cancelled after the yearend leave balance adjustment even though it may have got approved earlier. This will happen because the leave applied is outside the rules/ guidelines of the policy. For ex, if your advance leave taken is beyond a leave balance of -30 after the year end adjustment, the leave applied for in next calendar year will be cancelled.
  - For the purpose of leave encashment, the annual leave is rounded off to the nearest whole number

### Employee who goes Onsite

- If an employee is on Short term travel to Onsite then OOD should be applied so that the employee continues to accrue leave. If an employee has gone Onsite on long term assignment then he will stop earning offshore leave.
- If the employee returns to India after 6 months, on completion of 6 months, he/she will receive an email from myWipro informing him to en-cash the leaves balance onsite. On receiving this email, the employee is required to contact HRSS Geo for further information.
- However, if the employee does not return within 6 months, the leave for the complete period he/she is based Onsite is credited to the onsite leave eligibility. The India leave balance stands still till he returns back to India / separates from the company. However unused leaves earned in India (during the year employee went onsite) will be adjusted towards year end using the standard lapse-carry forward formula.
- Refer example in Table 1.2 for illustration on calculation of leave at the time of joining.
- Annual Leaves earned in India cannot be transferred to any other country or encashed until separation or retirement. Encashment in such cases will be at the last drawn salary in India as per the encashment formula.

The above is not applicable to countries where leave accrual/ entitlement begins from day 1 of travel (example, US & Australia). Please refer to the respective country leave policy to get clarity on conversion of India Leave to Onsite Leave.

Policies for respective countries will supersede at any point of time.

## Accumulation

Every year a minimum number of days of leave have to be mandatorily availed. This mandatory leave number is proportionately computed based on the number of leaves you earn in the year. For 21 leave days earned, 13 days (i.e. 61.90%) of leaves earned are mandatory to be availed and 8 days (i.e.38.09%) of leaves earned can be carried forward to next year. If an employee does not avail the mandatory leave, they will lapse and will not be carried forward. For probationers, the mandatory leave requirement is applicable for leave year from date of joining.

If an employee has a negative opening balance, during year end reconciliation and leave that needs to be lapse will be adjusted from the negative opening balance of the year, only the remaining leave will lapse. Refer example in Table 1.3 of computation of number of leaves lapsed in case of an employee with negative opening balance.

All employees can accumulate a maximum annual leave of 45 days. Total number of leaves cannot be accumulated beyond 45 days. Leave earned after reaching 45 days of accumulation will lapse if not availed.

***Employees, who had an opening balance of over 45 days as on Jan 1 2004, please note that the opening balance will remain unchanged if all current year's annual leave are utilized.*** However, if the employee avails more than ***annual entitlement of 21 days, the annual accumulation limit would get revised to the new balance.*** For those who have accumulated less than 45 days Annual leave as on Jan 1, 2004 the maximum annual leave that can be carried forward would remain the same as per the existing policy (i.e. 38.09% of earned leave) but subject to a maximum accumulation of 45 days. Year-end adjustment and calculation of Annual Leave accumulation will be done on December 31.

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## Computation of Annual Leave Balance

**Example on Annual Leave:** Employees date of joining May 15, 2011:

Table 1.1, Leave Status

Annual Leave Details for New Joinees (probationers): 15th May, 2011 to 31st Dec, 2011		No. of Leaves	Comments / Explanation
A	Opening Balance (Earned for the first 3 months from 15 <sup>th</sup> May, 2011 to 14 <sup>th</sup> August, 2011) (Assuming Date of Joining is 15 <sup>th</sup> May, 2011)	5	3 months of leaves as opening balance at the time of joining
B	Leaves earned for the remaining period (from 15 <sup>th</sup> August, 2011 to 31 <sup>st</sup> Dec, 2011)	8	Proportionate calculation based on 1.75 days per month of service
C	Total Leaves earned (from 15 <sup>th</sup> May, 2011 to 31 <sup>st</sup> December,, 2011)	13	A+B
D	Total leave Aailed (from 15 <sup>th</sup> May, 2011 to 31 <sup>st</sup> December, 2011)	7	Leave taken in the leave accounting year
E	Total Leave Outstanding	6	C-D
F	Mandatory leaves to be aailed by 31 <sup>st</sup> Dec 11 (61.90% leaves mandatorily to be aailed during probation)	8	C*61.90%
G	Carry Forward if not utilized (38.09% leaves can be carried forward)	5	C*38.09%
H	Leave Lapsed	1	Mandatory Leave - Leave Aailed
I	Closing Balance	5	E-H

**Example of calculation of Leave lapse in case of an employee with negative opening balance :** If an employee has a negative opening balance, during year end reconciliation and leave that needs to be lapse will be adjusted from the negative opening balance of the year, only the remaining leave will lapse.

Table 1.2

S. No.	Description	No. of Days	Explanation
A	Opening Balance	-6	Assumed
B	Leave earned YTD	21	Assumed
C	Total Leaves Earned	15	A+B
D	Leave Aailed	5	Assumed
E	Mandatory Leave to be aailed	13	B*61.90%
F	Carry Forward if not utilized	8	B*38.09%
G	Leave Lapsed	2	Mandatory Leave - Leave Aailed + (Opening Balance only if opening balance is less than Zero)
H	Leave Balance	8	C-D-G

**Example of Leave balance Computation of Offshore Leave Balance while an employee is onsite :** The below table shows the leave lapse/carry forward of offshore leaves for employees who are deputed on Long Term Onsite Assignment during the year.

**Table 1.3**

S. No.	Description	No. of Days	Explanation
A	Opening Balance in 2011	30	Assumed
B	Leave earned till August , 2011 before leaving for Onsite	14	1.75 days accrued every month
C	Total Leave Aailed in Year 2011 before leaving for Onsite	7	Assumed
D	Mandatory Offshore Leave to be aailed	8	B*61.90%
E	Carry Forward is not utilized at offshore	6	B*38.09%
F	Leave Lapsable (for Offshore period)	1	Mandatory Leave - Leave Aailed
G	Leave Balance	6	B-D
H	Closing Offshore balance for Yr 2011	36	A+G

**Example of calculation of Leave lapse in case of an employee with positive opening balance :** If an employee has a positive opening balance, during year end reconciliation and leave will be calculated as mentioned below:

**Table 1.4**

S. No.	Description	No. of Days	Explanation
A	Opening Balance	+6	Assumed
B	Leave earned YTD	21	Assumed
C	Leave Aailed YTD	5	Assumed
D	Mandatory Leave to be aailed	13	B*61.90%
E	Carry Forward if not utilized	8	B*38.09%
F	Leave Lapsed	8	Mandatory Leave - Leave Aailed
G	Leave Balance	14	A+E

## Encashment

- Employees would be eligible to en-cash their accumulated leave only at the time of retirement or separation.
- In the first 3 months of joining if any probationer is separating from the company then probationer's leave will be calculated based on the actual number of leaves earned (pro-rated basis) and not on the number of earned leave days shown in the leave balance (which may be 5 days by default for all probationers for first 3 months).
- Annual leave encashment is calculated on the basis of cash salary.



- For employees in Career Group A1, A2, A3, B1, B2 ,B3 & Team Rainbow, Leave encashment will be calculated on monthly salary (excludes QPLC, Any variable pay, LTA, Medical, PF, Pension, Gratuity, Additional allowance) and 90% of WBP will be considered for leave encashment calculation. The formula for leave encashment is : **(No. of Days) \* (Basic + Commutation Allowance + HRA + 90% WBP for 1 month) / 30**

- For employees in Group C1, C2, D1 & D2, E basic salary and 75% of WBP will be considered for leave encashment calculation. This is applicable irrespective of whether you avail the Company Car and/or Company Leased Accommodation. The formula for leave encashment is **(No. of Days) \* (Basic + \*Special Allowance + 75% WBP for 1 month) / 30** . In case of employee having company car as per the new car policy, encashment formula would be : **(No. of Days) \* (Basic + 75% (WBP + \*Special Allowance + Provision for car for 1 month)) / 30**

\*Special Allowance is included if it is reflecting in stack

- Encashment of leave on separation due to retirement is non-taxable up to an amount of Rs. 3,00,000/-
- Leave encashment amount is taxable for those who leave before retirement i.e. before the age of 58.
- Actual amount is paid in the Final settlement as Leave Encashment.
- The Differential amount of above will be taxed as per the rules & regulations of IT.

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## Process to Apply

To apply for Annual leave, please logon to [myWipro](#) → [My Time](#) → [Leave](#) → [Apply](#) → [Annual Leave](#).

for new leave transaction. Annual Leave application is subject to supervisor's approval and gets auto-approved after 3 calendar days of application on myWipro. Annual leave intimation / application should be given at least two weeks in advance and should be approved by the immediate supervisor. Leave approval is subject to business need and customer deliverables and you may be asked to postpone / cancel your leave/vacation.

For any clarifications on the leave policy, please visit the People Practices site on [myWipro](#). Or just reach out to your HR representative.

## [FAQ - Annual leave \(AL\)](#)

### **Q. How many days of leaves can I take in a year?**

A. You earn 1.75 days of leave every month which would mean at the end of the year you would have earned max of 21 days of leave. You can take all the 21 days of leaves, provided your manager is in concurrence and business does not get impacted. Hence we encourage you to plan your holiday in advance and update your plan on Vacation Planner.

### **Q. Do I need my manager's approval for availing AL?**

A. Yes, You need to inform your Manager before applying your AL. Once discussed, you need to apply the leave in myWipro and get it approved by your manager in myWipro.

**Q. Can I cancel applied AL at a later date?**

A. If your leave request is pending for Manager's approval than you can cancel it yourself. But, if approved by manager or the leave date has already crossed; then, you will have to raise service connect attaching the email approval from the manager to cancel the same.

**Q. Can I take AL for half day?**

A. Yes, you can take half day annual leave by selecting 'first half' or 'second half' option(lunch defined as 12.30pm-1.15pm)

**Q. What happens to my leave accumulated towards end of the year?**

A. We follow January to December as leave calendar year. Towards end of the year i.e. in December post adjusting all your AL, negative leaves total number of outstanding leaves are calculated. 61.9% of the total leave earned in the current year need to be utilized or it gets lapsed on 31<sup>st</sup> December. Remaining 38.09% of leaves can be carried forward to the next year's opening balance.

**Q. What is the maximum number of AL accumulation allowed?**

A. You can accumulate upto 45 days of AL.

**Q. Can the un-utilized leaves be encashed?**

A. You would be eligible to encash the accumulated leave only at the time of retirement or separation. Please refer leave policy for details on computation of leave encashment.

**Q. What happens to my offshore leave balance when I go on long term onsite?**

A. If you travel in between the year, then the 61.9% of the current year accrued leaves should have been availed or the same gets lapsed and the remaining 38.09% will be carried forward along with the Opening balance.  
For eg : If you travel on LT onsite in the month June (say 30th June), you would have accrued 10.5 days of leave for the year. You need to utilize minimum 61.9% of the leaves accrued in the current year i.e. 6 days and the remaining 38.09% i.e. 4.5 days will get carried forward to the next year's opening balance which will be available upon your return to offshore.

**Q. How many days of leaves do I get during probation?**

A. As a probationer, you will be given an opening Leave balance of 5 days for the first 3 months. From fourth month onwards you start earning 1.75 days of leave every month.

**Q. Incase I exhaust my Annual Leave, can I get advance leaves?**

A. Yes. You will be eligible for an Advance Annual Leave of 5 days max subject to your Manager's approval. These Advance Annual Leaves will be shown as negative balance and the same gets adjusted once you start earning your leaves later.

**FAQ - Advance leave**

**Q. Can I avail advance leave?**

A. Advance leave is sanctioned only in case of self-marriage or exigency situations like illness, hospitalization or death in the immediate family.

**Q. Can I avail advance leave? How do I apply?**

A. Advance leave is sanctioned only in case of self-marriage or exigency situations like illness, hospitalization or death in the immediate family.

However, you would need to apply for advance leave as Leave without Pay. You may mention the reason explicitly while applying leave. This can be converted to Advance (Earned) Leave only on approval by your Manager / HR during the approval stage of your leave application. An e-mail notification would be sent to you when your LWP has been converted to Advance (Earned) Leave.

Please note that after approval for advance leave, the status would show that you would have availed Annual Leave and your annual leave balance would be shown negative.

#### **Illustration:**

Employee A has applied for 2 LOP. If this gets approved as Advance Leave, then the employee status screen would read:

Leave Earned: 0;

Leave Availed: 2;

Leave Remaining: -2.

The Leave remaining column gets updated as you continue to earn leave. Thus it moves to -1, 0, 1, 2....and so on as you earn leave.

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## **PATERNITY LEAVE**

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### **Objective**

Paternity leave policy is designed primarily to allow male employees to take care of their personal & family needs especially arising out of Paternity

### **Eligibility**

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- All employees can avail this leave for up to 5 days
- Paternity leave is for a calendar year : January to December
- Paternity leave can be availed within the first 3 months of child birth or calendar year ending (whichever is earlier)
- In case you have availed any sick leaves in the calendar year, then paternity leave balance gets adjusted against number of sick leaves availed

### **Entitlement**

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All male employees are eligible for 5 days of paternity leave in a calendar year. If you have joined during the year, your paternity leave entitlement will not be prorated.

Paternity leaves availed beyond the year's eligibility are deducted from Annual leave.

### **Accumulation / Encashment**

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- Paternity leave cannot be carried forward to the next calendar year
- Paternity leave cannot be en-cashed

### **Process**

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To apply for Paternity Leave, please logon to: [myWipro](#) → [My Time](#) → [Leave](#) → [Apply](#) → [Paternity Leave](#)

Paternity leave can be applied by male employees for 1 day to 5 days at a stretch (depending on availability of paternity leave balance for the calendar year) within the first 3 months of child birth OR calendar year end, whichever is earlier.

Employee is expected to do a self-declaration for date of delivery when availing this leave.

All paternity leaves are auto-approved

Applications go to the Manager as informatory mails

### **FAQ – Paternity Leave (PL)**

**Q. Can Paternity leave be used if any family member is unwell?**

A. No, paternity leave can be taken only for new born child needs arising out of Paternity

**Q. How many paternity leaves am I entitled to if I join mid-year?**

A. You are entitled to 5 days of paternity leaves in the calendar year January-December even though you may have joined any time during the January to December period.

**Q. Can I apply paternity leave 1 month after the date of child birth?**

A. Yes, paternity leave can in fact be applied anytime, up to 3 months from the date of child birth. You can either avail the entire paternity leave balance in a single instance or avail in parts depending on leave balance.

**Q. I have already availed 2 days of sick leave in the calendar year. How many paternity leaves can take in the remaining calendar year?**

A. Entitlement for paternity leave for calendar year is 5 days. But if you have utilized a part of your sick

leaves, then paternity leave balance gets adjusted against the sick leaves availed. In this case, since you have already availed 2 days of sick leave, hence, you can avail 3 days towards paternity leave, for the remaining year.

**Q. Can I carry forward paternity leaves if I have not utilized during the year?**

A. Paternity leaves cannot be carried forward or encashed. Unutilized paternity leave lapses at the end of the year.

**Q. We have recently adopted a child. Can I apply for this leave?**

A. Yes, you can.

**Q. Is paternity leave subject to manager's approval?**

A. Paternity leave is an auto-approved leave however your manager gets an intimation of the same.

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## **SICK LEAVE**

### **Objective**

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Sick leave policy is designed to enable employees to take necessary rest from work in case of personal ill health or if the employee is unwell.

### Eligibility

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- All employees of the company are eligible to avail sick leave.
- Sick leave is to be availed only if you are sick or indisposed.
- Sick leave is for a calendar year - from January to December.

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### Entitlement

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All employees are eligible for 5 days of sick leave in a calendar year. If you have joined during the year, your sick leave entitlement will not be prorated. Listed below are some questions as examples which would help you understand this policy to gain maximum benefit :

I) I can apply for sick leave when

- a) I have some personal work in the city and cannot come in to office.
- b) My son is unwell and I have to take him to the doctor.
- c) I want to take a Friday off before a long weekend.
- d) I am unwell and not able to attend office due to my ill health.

Option (d) is the correct one.

II) Can I carry forward my Sick leave to the next year if unutilised?

Unutilized Sick leave lapses at the end of the year, as their sole objective is to provide leave only in the event of sickness or ill health during the year.

Sick leave cannot be clubbed with Annual leave unless availed for genuine reasons. Sick leaves availed beyond the year's eligibility are deducted from Annual leave.

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### Accumulation / Encashment

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- Sick leave cannot be carried forward to the next calendar year.
- Sick leave cannot be en-cashed.

### Process

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To apply for Sick Leave, please logon to: [myWipro](#) → [My Time](#) → [Leave](#) → [Apply](#) → [Sick Leave](#).

The Sick Leave are auto-approved

Applications go to the Manager as informatory mails.

Any Sick Leave applied for continuous 3 days or more may require doctor's prescription. The employee may have to produce the same during the random Audit.

### FAQ - Sick Leave (SL)

**Q. Can sick leave be used if any family member is unwell?**

A. No, Sick leave can be taken only if you are unwell.

**Q. How many sick leaves am I entitled to if I join mid-year?**

A. You are entitled to 5 days of sick leaves in the calendar year January-December even though you may have joined any time during the January to December period.

**Q. Can I carry forward SL if I have not utilized during the year?**

A. SL cannot be carried forward or encashed. Unutilized SL lapses at the end of the year.

**Q. Is SL subject to manager's approval?**

A. SL is an auto-approved leave however your manager gets an intimation of the same.

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## MATERNITY LEAVE

### Eligibility

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- Maternity leave is a statutory leave.
- Expecting women employees are eligible to avail maternity leave.
- Employee should have completed a **minimum of 80 days** of service to be eligible for maternity leave.

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### Entitlement

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- Effective 28 March 2017, paid maternity leave entitlement is for **26 weeks (of which not more than 8 weeks shall precede the expected date of delivery)** including weekends and holidays which is in line latest amendment in The Maternity Benefit Act, 1961.
- This benefit is also being extended to employees on Maternity Leave as **on 28 March 2017**. Such employees will be also eligible for paid maternity leave as per the new policy, where the total number paid ML is a maximum of 26 Weeks (182 days).

**Example:** *An employee who has availed 60 days of ML as on 31 March 2017. Will be eligible for 122 days (182 – 60 days) of paid ML as per the new policy.*

- Maternity Leave (ML) eligibility:
  - 1<sup>st</sup> delivery: 26 weeks
  - 2<sup>nd</sup> delivery: 26 weeks
  - 3<sup>rd</sup> delivery onwards: 12 weeksThe above entitlements are irrespective of the number of child/children born in each delivery.
- Full salary is payable during the period of maternity leave as described above.

- Paid surrogacy leave of **12 weeks** from the date when the child is handed over. This leave can only be availed by a commissioning mother who uses her egg to create an embryo to be implanted in another woman
- In the event of a miscarriage in lieu of maternity leave, you will be eligible for a total of **6 weeks of miscarriage leave** and any maternity leave (if applied) will be cancelled. The medical reports to be shared to the Leave team through Service Connect which would be checked and accordingly applied.
- Voluntary termination of pregnancy - medical termination of pregnancy will be covered under miscarriage but not otherwise.
- You would be eligible for an **additional Maternity Leave for a period of 30 days** in case of illness arising out of delivery (life threatening) or premature birth of child or tubectomy operation (if done along with delivery). This can be availed for illness / serious complications arising **post delivery only & not for complications before delivery**. Please note that it has to be a genuine case of complication arising out of delivery which should be certified by doctor. There'll be random audit on all cases of Additional Maternity leave and supporting documents may be asked for the same. In case the documents are not found genuine by the audit team then it'll be taken as fraudulent data under Integrity action. This leave subject to approval. This is paid leave. The employee needs to send the documents to HRSS routed through HR for verification post which her leave will be approved.

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## Accumulation & Encashment

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- Maternity leave cannot be carried forward to the next calendar year
- Maternity Leave cannot be en-cashed

## Process

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- To apply for maternity Leave, please logon to [myWipro](#) → My Time → Leave → Apply → Maternity Leave → Pre Maternity Leave/Post Maternity Leave.
- You are required to enter 'Date Of Delivery' in the specified section.
- Post that, please raise request for Pre-ML. You can take maximum of **56 days** as Pre-ML (leave before delivery date)
- You will be allowed to raise Post-ML only once you have declared Pre-ML. Please note, post ML can be declared in only single transaction. Any unutilized pre-ML can also be utilized as post-ML.

- The request is triggered to the Supervisor for approval. The leave is auto-approved after 7 days if still unapproved.
- You need to inform your supervisor that you will be proceeding on maternity leave at least 3 months before the date of delivery.

To avail the benefits of the **Parent To Be** program, register at the below link:

<http://www.icicilombard.com/content/ilom-en/uploads/wipro/Maternityform.asp>

### **FAQ - Maternity Leave (ML)**

**Q. Is there a qualifying period to be eligible for Maternity Leave?**

A. Yes. You should have completed 80 days of service in the company to be eligible for ML.

**Q. Can Maternity leave be taken as per individual's convenience?**

A. Effective 28 March 2017, ML can be availed as per the below entitlement:

1<sup>st</sup> delivery: 26 weeks

2<sup>nd</sup> delivery: 26 weeks

3<sup>rd</sup> delivery onwards: 12 weeks

The above entitlements are irrespective of the number of child/children born in each delivery. depending on your pre/post-delivery requirement as certified by the Doctor. A minimum of 18 weeks of ML needs to be necessarily taken post-delivery.

**Q. What is a commissioning mother?**

A. A commissioning mother is a biological mother who uses her egg to create an embryo implanted in another woman.

**Q. Can Maternity leave be taken by commissioning mothers?**

A. Effective 28 March 2017, a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over.

**Q. Can Maternity leave be taken in cases of adoption?**

A. Effective 28 March 2017, a woman who legally adopts a child below the age of three months shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother.

**Q. Will I be eligible for 26 weeks of ML, if I had twins in my first delivery?**

A. Yes, 26 weeks of ML applies for first 2 'deliveries' irrespective of the number of child/children born in each delivery.

**Q. Is ML request subject to approval?**

A. ML request is triggered to Manager and HR manager, If the request is not approved within 7 days, it gets auto approved.

**Q. What happens if there's a miscarriage during ML?**

A. In an unfortunate event of miscarriage during ML, from the date of miscarriage you'll be eligible for total of 6 weeks of miscarriage leave.



**Q. Will voluntary termination be considered as miscarriage?**

A. No, voluntary termination will not be considered as miscarriage.

**Q. Can Additional Maternity Leave (AML) be availed before applying for ML?**

A. AML can be applied only after delivery and at the end of Maternity leave only in case of complication during the process of delivery. This is subject to review by HRSS team for approval.

**Q. Will I be eligible for QPLC if I was on ML on the last date of the quarter?**

A. Yes, you will be eligible subject to the QPLC policy.

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## EXTENDED MATERNITY LEAVE

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### Eligibility

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Employees who have availed maternity leave.

### Policy

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- Consequent to the changes in the Maternity Leave entitlement, you would be entitled to avail extended maternity leave up to a maximum of **3 months (90 days)** in case you wish to continue to be on leave to take care of your child.
- Employees who are as on XML as on 28th March 2017 are not in scope of the new maternity leave policy and will continue to be eligible for a total of 180 days of XML as per the lapsing policy (182 including the XML leaves already availed prior to 28 March, 2017)
- You can avail the leave within 1 month following end of Maternity Leave.
- This leave would be on a loss of pay basis, which means you would not receive your salary for the period that you are on extended maternity leave. You would not get benefits like PF, Pension & Gratuity for this period as well. Any tenure based vesting (like WESOP/RSU vesting) will be extended proportionately as per the duration of leave availed.
- However for the purpose of calculating service period for gratuity & Pension, the above will be included.
- MAS & MBS is extended to you during extended maternity leave too.
- Extended Maternity leave is not adjusted against your annual leave balance.

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### Process

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To apply for extended maternity Leave, please logon to [myWipro](#) → [My Time](#) → [Leave](#) → [Apply](#) → [Extended maternity leave](#). The request is triggered to the Supervisor for approval. The leave is auto-approved after 7 days if still unapproved.

You need to inform your supervisor before you proceed on extended maternity leave.

In the event you decide to resume work earlier than the leave you have applied for, please raise a service connect ticket for cancellation of remaining leave attaching mail approval from your HR manager, so that your salary payout can commence from date of resuming work.

### **FAQ – Extended Maternity Leave (XML)**

**Q. Can I avail Extended Maternity leave (XML) after delivery?**

A. Effective 28 March 2017, you can take upto 3 months of XML within 30 days from last date of ML.

**Q. Do I have to seek my Manager's approval for availing XML?**

A. Yes, it is necessary to get manager's approval for XML.

## **SABBATICAL FOR HIGHER STUDIES**

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### **Objective**

To provide a structured channel through leave at work to address your aspirations if you wish to pursue higher studies related to your profession.

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### **Eligibility**

You must have completed at least 2 years of continuous service in Wipro. Sabbatical leave can only be availed for full time courses.

### **Policy**

Sabbatical needs to be for a minimum period of one year and a maximum period of 2 years.

### **Salary & Benefits**

- No salary will be paid for the period while you are on sabbatical leave.
- You will not be eligible for PF, Pension & Gratuity and medical benefits during the above period. WERT/WESOP/RSU - the vesting / exercise period will also be extended by the duration you are on sabbatical.
- However, the period during which you are on sabbatical will be considered for calculating the minimum required service for eligibility for Gratuity (4 years and 190 working days) and Pension (5 years), provided you rejoin the company immediately after sabbatical.
- In case you cannot join the company after availing the sabbatical leave, the last working day that would be considered for calculation of relieving formalities is the last day of work prior to availing sabbatical leave.

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### **Process on Sabbatical Leave**

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To apply for Sabbatical Leave, please logon to [myWipro](#) → My Time → Leave → Apply → Sabbatical Leave. The request is triggered to the HR for approval. The leave request is approved subject your completing of all the formalities mentioned below.

- You would need to submit proof of admission related documents to your HR manager.
- On approval of sabbatical leave, you will need to obtain No Due Clearance from the concerned departments using the [NO DUE](#) form. On the last working day, you need to hand over your Laptop and such other Company assets and ID Card & Access Card to the Admin Dept.
- If you have availed any external loan, the amount has to be paid back to the concerned bank and obtain a No Dues Certificate from the bank.
- If you owe the company any amount, by way of loan / advance, the amount would have to be paid back. You would get your salary up to the last working day before proceeding on Sabbatical Leave.
- You have to sign a Sabbatical Agreement on Fifty Rupees stamp paper.
- In case you resign during the sabbatical period or after your return you would need to complete the formalities as under the Employee Separation process.
- On return from Sabbatical leave, you must inform your HR Manager, who will follow the required formalities to commence your payroll.
- In the event you join the organization before the last day of the leave you applied for, you must send an email to HRSS with a copy to your HR manager for payroll computation.

### **FAQ – Sabbatical Leave (SBL)**

**Q. I was a WASE and have got converted to a regular employee 1 year back. Can I avail sabbatical leave now?**

A. No, you can apply for SBL only after completion of 2 years as a regular employee.

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### **LOSS OF PAY LEAVE**

#### **Objective**

In case an employee wishes to take leave due to reasons such as :

- Accident or critical illness in the family,
- Bereavement in the family,
- Spouse relocation,
- Taking care of a child up to 2 years of age

He/she may do so up to the time period specified subject to the necessary approvals required in the policy. LOP can only be availed for reasons mentioned above or similar reasons that may prevent functioning of an employee at work.

#### **Eligibility**

All employees are eligible to apply for Loss of Pay Leave.

## Policy

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- LOP can be taken for a maximum period of 90 days.
- Employee is required to exhaust his annual leave balance prior to applying for Loss of Pay Leave.
- In case you apply for Loss of Pay leave for next calendar year, even though it gets approved, if the leave applied for is outside the rules/ guidelines of the policy as per your year end leave balance, it may be cancelled.

### LOP – Number of days and Salary & Benefits calculation

- LOP days (number of days salary is debited) will include public holidays & weekly holidays falling in between if the leave applied is for 7 days or more. If the LOP applied is less than 7 days, weekends and public holidays falling in between will not be considered as LOP. For e.g. If LOP is taken from Thursday to Monday, 3 days will be counted as loss of pay. However if LOP is applied from Wednesday to Tuesday, 7 days will be counted as LOP, including the weekend.
- LOP components include total gross salary including retinals.
- WERT/WESOP/RSU/ vesting cycle will be proportionately extended.

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## Process

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To apply for Loss of Pay Leave, please logon to: [myWipro](#) → [My Time](#) → [Leave](#) → [Apply](#) → [Loss of Pay Leave](#). The request is triggered to the Supervisor for approval. The leave is auto-approved after 7 days if still unapproved

In the event you join the organization before the last day of the leave you applied for, you must raise a service connect with all necessary approval mails attached for payroll computation.

If you are extending your LOP leave subject to a total LOP of 90 days, kindly raise a service connect ticket and attach manager & HR approval mails to extend the same.

## FAQ - Leave without pay (LOP)

### **Q. Can I apply for LOP if I don't want to utilize my leave balance?**

A. LOP cannot be availed without exhausting your AL balance.

### **Q. Is it possible to take LOP for half day?**

A. No, LOP can be taken for full day only. Even if you take half day LOP, your full day's pay will be deducted. Even if half day's LOP is clubbed with half day's annual leave, full day's pay would be deducted.

### **Q. Is LOP subject to Manager's approval?**

A. Yes. LOP is discretionary and has to be approved by Manager.

### **Q. Is there any maximum limit to which one can apply for LOP leave?**

A. LOP can be applied for max 3 months. Any extension beyond that should be reviewed by HR manager & business manager for decision.

**Q. Do I get paid for weekends during LOP leave?**

A. If the LOP applied is for less than 7 days, weekends and public holidays will not be considered as loss of pay. However if the LOP applied is for 7 days or more, you do not get paid for the weekend and public holidays falling in between.

**Q. What happens to my retiral funds / ESOP vesting during LOP leave?**

A. During LOP, there are no retiral payouts. Also the number of days of LOP gets dis-qualified from overall tenure mandatory for retiral benefit or ESOP vesting. You do not earn leave accumulation during LOP.

**Q. I want to avail on Half Day Working option? What is the process to avail this option?**

A. You would need to discuss with your manager and then need to get a formal email approval from HR. Please read the policy on half day working available on [myWipro](#) → [App Store](#) → [Information](#) → [My Policies](#) → [Asia Pacific](#) → [India](#) → [My Day at Work](#) → [Half day working policy](#).

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## INDUSTRIAL INJURY LEAVE

### Objective

Industrial injury leave is a statutory leave to provide leave to employees who sustain injury while on duty, due to nature of work or while commuting to / from place of work & residence. All employees of the company are entitled to industrial injury leave if such a situation arises.

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### Policy

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- If you sustain injury while on duty, due to nature of work.
  - If you sustain injury while commuting to / from place of work & residence.
  - The quantum of leave that will be sanctioned is as recommended by the company-approved medical practitioner.
  - Full salary is payable during industrial injury leave.
  - This leave, once approved is not adjusted against your annual leave balance.
  - You will not be entitled to temporary total disablement benefits from the insurance company under this policy.
  - In case you avail leave over and above the leave approved by the company, the same will be deducted from your sick leave balance first then Annual leave balance. If sick leave and Annual leave balance is also exhausted then it will be treated as loss of pay (LOP)

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### Process

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The following documents need to be submitted to HR to avail Industrial Injury Leave:

- FIR needs to be filed & original or attested copy to be provided. In the absence of FIR, a note by employee giving complete background of the accident needs to be submitted.

- A Certificate from the attending doctor regarding nature of injury and disability (part of Insurance Claim Form) would be required.
- In case of hospitalization, a Hospitalization Discharge Summary Report, a copy of the medical records like prescriptions, case history must be sent to HR by the employee.
- Any other proofs as desired by Company.
- You will be required to fill an [Insurance Claim Form](#).

You will have to inform your supervisor and HR Manager to apply the leave on submitting the above documents and completing other formalities. HRSS will apply for this leave on checking the above docs.

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## **WEEKEND(s)/ HOLIDAY WORKING POLICY**

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### **Objective**

Employees are sometimes required to work during weekends/Wipro declared holidays due to project commitments/deadlines. The policy intends to appreciate the commitment & acknowledge the stretch efforts put in by the employees.

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### **Eligibility**

This policy applies to employees in WT Offshore who are required to work on any day of the weekend or on a company holiday based on customer requirement.

The policy does not apply to

- Employees in Wipro BPO
- Employees who work Onsite
- Working from Customer location

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### **Benefits/ Allowance under the policy**

- Transportation & Snacks reimbursement will be extended as per “Early/Late & Holiday” working policy for employees coming to work on a weekend / holiday.
- If the employee works on a Wipro declared holiday / weekend, he/she is required to update TMS on myWipro based on the work done on weekend / holiday.
- In case hours worked and consequently entered on TMS is equal or more than 8.75 hours, employee can apply for Comp-off within 7 days of day worked (weekend / Holiday worked). [myWipro](#) → [My Time](#) → [Leave](#) → [Compensatory Credit](#). This request will get triggered to the Manager for approval. Upon Manager’s approval, 1 day of comp-off will be credited to the Leave Balance.
- In case Manager does not approve within 15 days request gets auto-approved. The employee has to earn a compensatory off first then utilize the same.

- To maintain employee work life balance, the weekly off thus earned will have to be used within 90 days from the day of working on the weekend / holiday example: if employee works on 15<sup>th</sup> November 2011 (assuming as a non-working day) and Employee is required to update TMS on myWipro based on the work done on weekend/ holiday. In case hours worked and consequently entered on TMS is equal or more than 8.75 hours, employee can apply for Comp-off within 7 days of day worked. This request will get triggered to the Manager. Upon Manager's approval, 1 day of comp-off will be credited to the Leave Balance and Employee can avail the same before 15<sup>th</sup> February 2012 (after which it shall lapse).
- Please note that the leave application is subject to manager's approval.
- The weekly off thus earned will not be added to the leave balance.
- Working day declared (which are not project specific) by the organization over weekend or a public holiday due to work requirement will be not taken into account for compensatory leave

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## Process

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- The leave system in myWipro has been upgraded, to have a weekly off option. The employee can choose a weekly off within 90 days of working on Holiday/Weekend working.
  - It would be subject to Manager's approval.
  - It will get Auto approved if not approved by the manager within 15 days.
  - The TM shall approve the employee's weekly off request or approve for an alternate weekly off date based on available staffing opportunities.
  - The system will allow weekly off only if the employee satisfies the weekly off criteria as mentioned in the 2<sup>nd</sup> point under Benefits/ Allowance section above.
  - Comp-off will not be encashed.

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## TRANSFER LEAVE

### Objective

Transfer leave is designed to support employees relocating from one city to another city within India due to company initiated transfer. Employee may be required to take care of important things before relocation like school admissions for the kids, settling down new house etc. This 'Transfer leave' can be availed for the same.

### Eligibility

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- Employees who have been asked to relocate / take a transfer due to company's requirement are entitled to avail Transfer leave
  - Transfer action should be initiated on SAP (either by Manager / HR) in order to avail Transfer leave

### Entitlement

- Employees can avail 3 days of Transfer leave in case of relocation due to company initiated transfer. Should be availed within 60 days from the date of initiation of transfer action.
- Transfer leave is in addition to Annual leave and doesn't get merged with any other leave type.
- This can be split into 2-3 transactions, prior to transfer or post the transfer depending on employee's convenience. This can be availed either in base or new location.
- After Transferring to different location, Official Holidays applicable as per the holiday calendar available in [myWipro](#) → [App Store](#) → [Information](#) → [My Policies](#) → [Asia Pacific](#) → [India](#) → [My Day at Work](#) → [Holiday Calendar](#)

## Accumulation & Encashment

- Transfer leave cannot be carried forward, if transfer is initiated on 15<sup>th</sup> December 2011 then within 60 days by 15<sup>th</sup> February 2012 you should utilize the transfer leave it cannot be merged or carry forward with any other leave type.
- Transfer leave cannot be encashed.

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## Process

To apply for Transfer Leave, please logon to: [myWipro](#) → [My Time](#) → [Leave](#) → [Apply](#) → [Transfer Leave](#).

Transfer Leave application is subject to supervisor's approval and gets auto-approved within 15 working days. Transfer leave intimation / application should be given at least two weeks in advance and should be approved by the immediate supervisor. Leave approval is subject to business need and customer deliverables and you may be asked to postpone / cancel your leave request.

## FAQ - Transfer Leave

### **Q. What is Transfer Leave?**

A. In case of transfer within India from one location to another (eg. Bangalore to Hyderabad), you are eligible for 3 days of leave either at the old location or at the new location or a combination. This is a paid leave over and above your Annual leave. Please note that this is not applicable for short term and long term onsite assignments.

### **Q. Is there a time frame within which I can avail intra city transfer leave?**

A. Transfer leave of 3 days can be applied within 2 months of date of transfer (captured in SAP). Transfer leave cannot be carried forward or encashed if not availed.

## LT to ST conversion

### **Q. What happens to my leave in case I leave the US before completing 6 months?**

A. Employees who do not complete 6 months of service in the US are covered under the India leave policy. They would have continued to accrue India leave for the period that they stayed in US. The system calculates the time between your start and end of the assignment and updates the status accordingly.

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## ADOPTION LEAVE

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### Objective

Adoption leave policy is designed to enable women employees to take care of their personal & family needs especially arising out of Adoption.

### Eligibility

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- Only women employees are eligible to avail Adoption leave
- It is only applicable where the adopted child is less than 3 months old.
- Employee should have completed a minimum of 80 days of service to be eligible for Adoption leave.

### Entitlement

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- Women employees are eligible to avail of adoption leave in the event that they opt for adoption of a child. The adoption process should meet all legal requirements as specified by the Government.
- Effective 28 March 2017, employee can avail a maximum paid leave of **12 weeks** at a stretch for one adoption event from the date the child is handed over. Full salary is payable during the course of Adoption leave.
- The following is considered as an “Adoption event”
  - Adoption of a single child will be considered as a single adoption event,
  - Adoption of two children at the same time will also be considered as a single adoption event,
  - Adoption of twins will be considered as a single adoption event.
  - Adoption leave for an adoption event can be availed only at a stretch. Any “Adoption Leave” application will be considered as one adoption event. For example: if an employee applies for 10 weeks Adoption leave for an adoption event, the rest of the 2 weeks (12-10) will lapse.
- The adoption leave can be availed only twice during the course of employment i.e. only two such events are allowed for an employee.

### Accumulation & Encashment

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- Adoption leave cannot be carried forward to the next calendar year.
- Adoption leave cannot be encashed.

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### Process

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To apply for Adoption Leave, please raise a service connect ticket. Adoption Leave can be applied by HRSS HR team on employee's behalf. Employee needs to send relevant legal documents to HRSS team raising through a service connect ticket and attaching all the relevant documents in soft copy. Upon successful

verification, the leave will be applied by HRSS HR team and will go to Supervisor for approval. The employee will be notified once the supervisor approves the leave or is auto approved.

### **FAQ - Adoption Leave**

**Q. I plan to adopt a child. Whom can I contact for availing Adoption Leave?**

A. Adoption leave can be applied by HRSS team on your behalf. You need to send relevant legal documents to HRSS team for verification post which the leave request goes to Manager for approval.

**Q. Can a male employee apply for Adoption leave?**

A. No, only female employees are entitled for Adoption leave.

**Q. Can adoption leave be taken in breaks?**

A. Adoption leave of 12 weeks should be taken at a stretch for one adoption event. Adoption leave cannot be carried forward / encashed.

**Q. Is there any cap on number of adoptions?**

A. The adoption leave can be availed only twice (for two adoptions) during the course of employment with Wipro.

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## **APPROVAL FLOW FOR ALL LEAVES**

### **Approval matrix**

Type	Approving Authority	CC for information to
Annual Leave	Manager	User
Maternity Leave / Extended Maternity Leave / Transfer Leave	Manager	Secondary Manager, User, HR Manager
Sick Leave	No Approval Required	User, Manager
Loss of Pay Leave	Manager	Secondary Manager, User, TED Manager, HRSS
Industrial Injury Leave/ Sabbatical Leave	HR Manager	Manager, Secondary Manager, User, HRSS

### **Approval process for Sabbatical Leave:**

The application would be sent to HR manager with information to HRSS. Recommendations from the supervisor, if any, will be routed through your HR Manager. Requests will be forwarded to the BU head/Dept Head and HR Head for approval. Each request for sabbatical would be evaluated based on the merits of each case and depending on the company's requirements and exigencies of Company at that point of time a decision would be arrived at for approval / rejection of the application.

**Please Note:** All Leave applications that are not responded to within 15 days from date of application will be auto cancelled by the system.

## POLICY VALIDITY

The management reserves the right to make any changes to the policy at any time. In the event of an exceptional circumstance in a business situation, or when in doubt on the interpretation of the policy, the decision of HR Head and/or SBU Head would be final and binding.

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## CONTACTS

For any further information with regards to Leave policy please contact your HR Manager or post a query at [myWipro](#) -> [My Helpline](#)

## GENERAL NOTES

Please ensure that you are updated on group announcements and changes in policy if any, while on leave so that you are aware of the changes in HR policy and deadlines for submitting claims, declarations, proofs etc.

Please use a keyword to search for the service while logging the Service Call Ticket.

## AMENDMENT HISTORY

Amendment	Amendment Date	Author	Approved By	Nature of Changes
Change in Leave for probationers	1-April-2009	C&B Team	Head – C&B	Effective April 1, 2009 the probationers are provided with 5 days of leave balance at the time of joining and they are required to avail 60% of earned leave by end of year else it will lapse.
Introduction of Hardship/Special Compensatory Off	1-June-2011	C&B team	Head – C&B	For employees who work on Weekends/declared holidays for recruitment/campus/conducting Workshop & trainings, 1 day will be provided as compensatory off.
Changes in Compensatory Off (Comp-off)	1-June-2011	C&B team	Head – C&B	90 days' window to utilize comp off. will be provided to employees and would be subject to Manager's approval. It will be Auto Cancelled if not approved.
Change in Compensatory Off (Comp-off)	15 <sup>th</sup> Dec 2011	C&B team	Head – C&B	Change in process auto credit of Comp Off leave linked with TMS
Removing FAQ's on Optional Holiday (OPH)	1-Jan-2012	C&B team	Head – C&B	Optional Holiday option is being removed from the calendar year 2012 hence removed all the FAQ's available in the policy on OPH
% of leave to Avail and Carry forward	1-Apr-2012	C&B team	Head – C&B	Mentioned the exact percentage of mandatory leave to be availed and %

				leave to Carry forward in the calendar year
Change in Comp-off & OOD	1-Jun-2012	C&B team	Head – C&B	employee to apply for Comp-off within 7 days of day worked
Removing Hardship/Special Compensatory Off	1-Jul-2012	C&B team	Head – C&B	Employees can update TMS for the day and earn comp-off as per holiday working policy
Comp off Approval Time Period	8-Oct-2012	C&B team	Head – C&B	Manager to approve Comp off – Time period increased to 15 days from 7 days
Change in LOP days	12-Dec-2012	C&B team	Head – C&B	Weekends and public holidays removed from LOP for LOP less than 7 days
Paternity Leave Introduction	1-Feb-2014	C&B team	Head – C&B	Paternity leave introduced
Maternity, Adoption and Extended ML changes	1 April 2017	C&B Team	Head- C&B	Changes in the Maternity, Extended Maternity, Adoption and Surrogacy leave as per the amendment in the Maternity Benefits Act 1948
Annual Leave approval	6 June 2017	C&B Team	Head-India Benefits	Auto Approval of annual leave changed from 15 days to 3 calendar days