

## **LEAVE POLICY**

One Convergence recognizes the needs and importance of its employees' off time from the work, which will help its employees to have the proper balance of work time and personal time. This policy is applicable to all full time employees of One Convergence. The policy provides for the following:

- Sick Leave (SL)
- Casual Leave (CL)
- Marriage Leave
- Paternity Leave
- Bereavement Leave (BL)

### **General Leave Rules:**

- All leaves are calculated for a calendar year (January to December).
- Prefixed & Suffixed holidays/weekly off are not treated as leave.
- Any intervening holidays/weekly off days falling within the leave period will not be counted as leave.
- If an employee joins before 15th of the month, that month is considered for calculating the entitlement of leave for the year. Similarly, at the time of leaving service, periods of less than 15 days service in a month will not be counted for calculation of entitlement. Leave accumulation stops from the time of resignation and no leave (WFH) can be taken during the notice period.
- All casual leaves need prior approvals.
- If an employee avails or extends leave without the prior permission, the approval of the leave shall be at the discretion of the management.
- Disapproved or rejected leave will be considered as Loss of pay.
- There may be compensatory working days in lieu of unforeseen cancellation of work on a working day.
- Leaves to be availed at a stretch exceeding a period of two weeks needs to be informed and approved by manager at least one month ahead.

### **Procedure for availing leave**

Employee while availing planned leave, must communicate with the immediate reporting Lead & Manager by sending an email to the respective Lead & Manager copying [oc-vacation@oneconvergence.com](mailto:oc-vacation@oneconvergence.com). In case of working with the client directly, the employee must inform the respective point of contact at Client before seeking leave. Upon receiving mail approvals from respective Lead & Manager (also Client) the employee can plan for leave / vacation.

In case of availing emergency sick leave, the employee must inform immediate reporting Lead / Manager & Client (if working directly with them) over the phone about the leave and with the next tentative working date. Upon resuming for work, the employee must send an email to reporting Lead & Manager (And Client - if reporting / working directly with them) marking copy to [oc-vacation@oneconvergence.com](mailto:oc-vacation@oneconvergence.com) about the exact tenure of leave.

**Casual Leave (CL)****Purpose**

Normally intended for rest, recreation, and break from regular official work in order to attend and take care of personal matters.

**Guidelines**

- All Employees are entitled for 15 days of casual leave, in any full calendar year. If an employee joins during the year (January to December), CL will be calculated on a pro-rata basis.
- An employee becomes eligible for CL towards every completed month of their service.
- CL shall not be combined with any other leave.
- Employees will be allowed to carry over up to a maximum of 12 from a given year and accumulate up to a maximum of 24 days of casual leave. Casual leave in excess of 24 will be lapsed.
- Employees should apply at least 2 weeks in advance for availing CL and approval of such CL leave shall be purely on the discretion of the hiring manager.

**Sick Leave (SL)****Purpose**

Sick leave is allotted to employees to recover from personal illness or injury.

**Guidelines**

- All employees are entitled for twelve days of sick leave in a calendar year. If an employee joins during the year (January to December), SL will be calculated on a pro-rata basis.
- Unutilized sick leave will lapse automatically at the end of the calendar year.
- As far as possible, an employee shall give earliest notification, unlike exigencies.
- During emergencies employees should arrange to notify the respective superior/HR officer by phone as soon as possible.

**Marriage Leaves**

All regular employees who completed one year service with the company are eligible to take marriage leave on the eve of their marriage. Marriage leave is paid at a rate of 100% of normal pay for up to 5 working days. This is applicable only for the first registered marriage.

**Paternity Leave:**

Male employees are eligible to take paternity leave following the birth of their first two children. Paternity leave is paid at a rate of 100% of normal pay for up to 7 working days. Paternity leave must be taken no later than 1 month of baby birth.

**Bereavement Leave (BL)**

This policy outlines the guidelines for employees requesting bereavement leave due to a death of an immediate family member.

**Definition of Immediate Family Member:**

For this policy, the definition of an immediate family member includes only the following: spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter, grandparent or grandchild.

- Domestic Bereavement Leave: Employees are allocated up to three (3) consecutive days off from regularly scheduled work hours with regular pay in the event of the death of an immediate family member.
- Non Domestic Bereavement Leave: When an employee needs to travel whose travel time is beyond 24 hours to attend the funeral of an immediate family member, the employee is allocated up to five (5) consecutive days off from regularly scheduled work hours with regular pay.

The policy is framed as per the current requirements and needs of the company. Changes in the policy can be made anytime depending upon the need basis whose information would be shared to the employees simultaneously.

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