

## INTZ-GMBH-HR-POL-005

### Intelizign Leave Policy

#### Document Change History

| Date       | Version | Section | Change Description  | Author                                 | Approved By            |
|------------|---------|---------|---|--|------------------------|
| 29.12.2018 | 1.0     | All     | First version   | Waqas Hasan                            | Prasad Thutupalli      |
| 01.08.2019 | 2.0     | All     | Template Updation   | Rahul Bhalerao                         | Prasad Thutupalli      |
| 01.04.2020 | 3.0     |         | Addition Special case: Child Illness  | María Constanza Ortega                 | Gaurav Agarwal         |
| 01.01.2021 | 4.0     |         | Regular, carry forward leaves and Comp Off  | María Constanza Ortega                 | Prasad Thutupalli      |
| 01.07.2021 | 5.0     |         | Sick leave for new employment, Doctor's visits during working time  | María Constanza Ortega, Vicky Radehaus | Prasad Thutupalli      |
| 24.05.2022 | 6.0     |         | Leave entitlement on parental leave, leave entitlement in probation period, leave calculation for prorated months | Vicky Radehaus                         | María Constanza Ortega |
| 15.08.2022 | 7.0     |         | Adding special leave in case of death   | Vicky Radehaus                         | Stefan Wehrstein       |
| 21.11.2022 | 8.0     |         | Expiring of regular leaves in case of illness for a long time   | Jennifer Breuer                        | Stefan Wehrstein       |
| 01.01.2023 | 9.0     | 2       | Additional leave on Christmas and New Year's Eve and work on Sunday/public holiday                                | Jennifer Breuer                        | Stefan Wehrstein       |
| 09.11.2023 | 10.0    | All     | Electronic retrieval of the sick note; formatting   | Jennifer Breuer                        | Willi Engemann         |
| 13.12.2023 | 11.0    | 2       | Adding timesheet for work on Sunday/public holiday  | Jennifer Breuer                        | Stefan Wehrstein       |

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## 1. General Guidelines

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1. Employees must apply planned leaves before taking the leaves.
2. Prior approval is required for planned leaves by the project manager and your designated reporting manager.
3. In case of emergency, the employee shall inform telephonically his/her immediate superior and HR about the inability to come to the office. Such unplanned leaves should be regularized later by applying it on Intelizign Intranet Portal.
4. It is desired that the employee should avail the leaves they are entitled for and avoid going for "Loss of Pay".
5. For the purpose of leave calculation, 'Calendar Year' shall mean the year commencing on the first day of January (1st Jan) and ending on the last day of December (31st Dec).
6. All employees are required to apply leaves through Intelizign Intranet Portal (I Support, an online Leave Application Module).
7. If the employee started working in the middle of a month, then when the employee leaves, the holiday entitlement for that month is calculated with this formula:

leave entitlement per month (2,5) : regular working days of the month (21 or 22) x actual working days of the employee in the named month (contract start 21.03.2021, than actual working days are 5 days for March 2021).

**Here is the formula again in short form:  $2,5 : 21/22 \times \text{actual working days}$**

## 2. Leave Types & Guidelines to Avail Leaves

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### 2.1 Regular Leave

1. Employees are eligible for **30 days** of regular leaves for a given calendar year (1<sup>st</sup> Jan till 31<sup>st</sup> Dec).
2. The leaves are applicable on pro rata basis from the date of joining.
3. The employer grants the employee an additional half day of leave on each Christmas and New Year's Eve. Alternatively the employee has the option to get a full day off on either Christmas or New Year's Eve.

### Leave Request Procedure

4. Employees are required to submit their holiday plan for the year by 30th of March on the intranet. At least 20 days of leave need to be planned.
5. Prior approval is required from Project Manager and immediate Intelizign manager before taking leaves.
6. Your designated reporting manager will approve leaves through intranet within one week after submission.
7. Once the requested leaves are approved must be taken

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8. The cancellation of already requested and approved leaves is only possible if it approval by the manager. Only work-related reasons are acceptable for not taking approved/planned leaves.
9. Regular leave is not reimbursable.
10. If the employee becomes ill during his or her leave, these days will not be counted as part of the annual leave - provided the employee submits a doctor's certificate.
11. Intelizign encourages all the employees to plan and consume all Regular leaves in the given calendar year.

## 2.2 Special Leave

1. In the event of the death of a relative in the first degree the employer shall grant the employee two days of special leave. First-degree relatives include parents, own children and spouse or partner.
2. For documentation of the special leave the employer needs a written proof which has to be submitted by E-mail to **hr-germany@intelizign.com**.
3. The employee has to apply the special leave on the intranet while the HR department adds the special leave in the system.

## 2.3 Carry Forward Leave

1. Carry forward leaves are the Regular leaves which an employee was not able to consume from last calendar year.
2. Up to 10 regular leaves can be carried forward, it is mandatory to consume all of them and if not consumed before 31<sup>st</sup> March will be lapsed.

If the employee cannot take his/her leave due to incapacity for work until the end of the carry-over period (31. March of the following year), the leave entitlement shall initially be retained as a time off entitlement. The statutory leave entitlement expires at the latest 15 months after the end of the corresponding holiday year. This also applies if the employee's incapacity for work continues uninterruptedly beyond this period.

3. Carry forward leaves will not be extended or reimbursed. **This is only possible if the employee leaves the company and can no longer take the remaining leave from last year.**

## 2.4 Leave Entitlement on Maternity Leave and Parental Leave

If an employee goes on maternity leave, she is fully entitled to her monthly leave entitlement of 2.5 days for these six weeks. If a staff member goes on parental leave, one twelfth of the annual leave entitlement is lost for a full month of parental leave. This does not apply if an employee goes on parental leave within one month. Then he or she is entitled to the full leave entitlement for the month. This also applies if the employee has only worked one day (e.g. the 1st of the month) and this day falls on a Sunday or public holiday.

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## 2.5 Sick Leave

1. If an employee is not able to perform their contractual duties because of a physical or mental incapacity or illness, he or she can take time off from work. This type of leave can be applied under Sick Leave.
2. Employees should notify his/her Project Manager and designated Reporting Manager about the sick leave as soon as possible.
3. If the sick leave exceeds 3 days, then it is mandatory to visit the doctor to get a sick note (either in hard copy or as electronic note). Employees need an official sick note in that case for getting the sick leave approved.

### **Please note:**

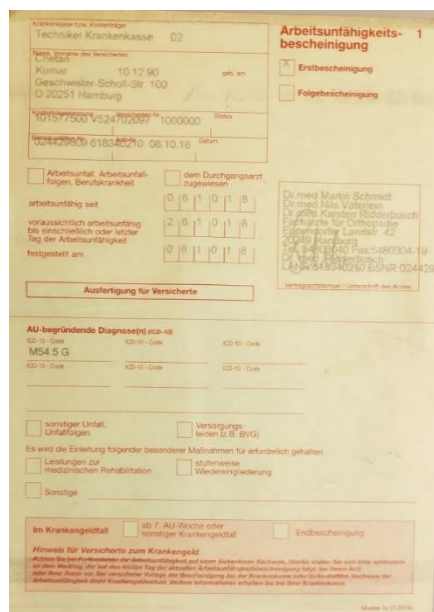
In case you receive the sick note in hard copy please submit it to HR.

In case you don't receive the sick note in hard copy please inform HR via E-mail about the duration of your sick leave. HR has to request the sick note via an external portal.

4. In the absence of sick note (when it exceeds three days) regular leaves needs to be applied instead of sick leave.

### 2.5.1 Sick Leave in the first four weeks of a new employment contract

1. If an employee becomes sick in the first four weeks (first 28 days) in a new employment relationship, the employer does not pay a salary. Instead, the employee receives sickness benefit from the health insurance fund for the period of incapacity for work.
2. When this case occurs, an original sickness certificate must be submitted to the Human Resources Department as of the first day of incapacity for work and within one week to the health insurance company. This will send the employee a sickness benefit application form.
3. The doctor gives 3 copies of sick notes
  - a. One is for Employee



**Techniker Krankenkasse 02**

**Arbeitsunfähigkeitsbescheinigung 1**

☒ Erstbescheinigung  
☐ Folgebescheinigung

**Ausfertigung für Versicherte**

**AU-begründende Diagnose(n) ICD-10**

ICD-10: Code M54.5 G ICD-10: Code ICD-10: Code

☐ sonstiger Unfall, Unfallfolgen ☐ Versorgungs- leiden (z.B. BVG)

Es wird die Einleitung folgender besonderer Maßnahmen für erforderlich gehalten:

☐ Leistungen zur medizinischen Rehabilitation ☐ stufenweise Wiedereingliederung

☐ Sonstige

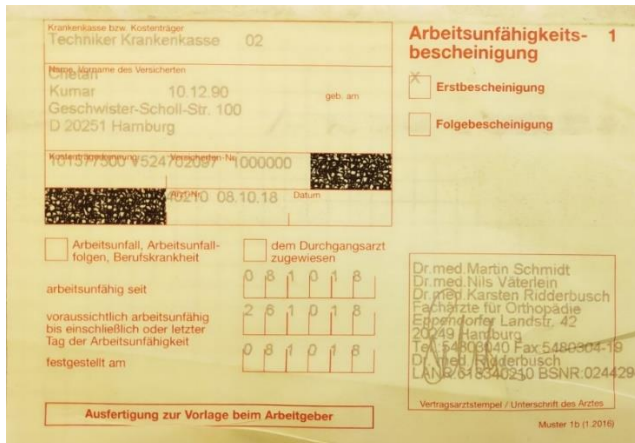
**Im Krankheitsfall** ☐ ab 7. AU-Woche oder sonstiger Krankheitsfall ☐ Erstbescheinigung

Hinweis für Versicherte zum Krankengeld: Anders als bei anderen Arten der Arbeitsunfähigkeit und einem bestimmten Nachweis, werden Ihnen zum Ende spätestens am 10. Tag der ersten Woche der Arbeitsunfähigkeit ein Bescheid über den Krankengeldanspruch und die Höhe des Krankengelds mitgeteilt. Dieser Bescheid enthält die für den Krankengeldanspruch relevanten Angaben.

Stand: 10.10.2019

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b. One copy is for the employer.



The image shows a German 'Arbeitsunfähigkeitsbescheinigung' (Sick Note) form. It includes fields for the insured person's name (Kumar), date of birth (10.12.90), and address (Geschwister-Scholl-Str. 100, D 20251 Hamburg). The form is dated 08.10.18. It has checkboxes for 'Erstbescheinigung' (checked) and 'Folgebescheinigung'. There are also checkboxes for 'Arbeitsunfall, Arbeitsunfallfolgen, Berufskrankheit' and 'dem Durchgangsarzt zugewiesen'. The form is signed by Dr. med. Martin Schmidt, Dr. med. Nils Vaterlein, Dr. med. Karsten Ridderbusch, and Fachärztin für Orthopädie. The form is labeled 'Ausfertigung zur Vorlage beim Arbeitgeber' and 'Muster 10 (1.2018)'.

c. One copy is for Insurance company

4. To process the claim, Employee must scan the sick note and submit it to Insurance Company & Company HR immediately via email.
5. Employees must send the sick note in original (copy provided for the insurance company) via post to the insurance company at their official insurance company address.
6. Employee must send the sick note in original (copy provided for the employer) via post to the employer official address.
7. Employee should apply sick leave only when he/she is ill, not when the family (spouse or child) is ill.

### 2.5.2 Special Clause: When an employee is sick for a longer duration (more than 6 weeks)

1. Employees can follow normal sick leave process till 6 weeks.
2. After 6 weeks employee can not avail sick leave from the company. He has to apply LOP (loss of pay) for the remaining time.
3. After 6 weeks, employee can claim sickness allowance directly from his/her health insurance company.
4. The sickness allowance amounts to 70% of an employee's normal pay. The maximum period for payment of this allowance is 78 weeks.
5. If the employee is ill for a long time and cannot take the vacation within a whole calendar year or until the end of the carryover period in the following year due to the illness, the vacation entitlements - according to the interpretation of the German vacation law by the BAG in conformity with European law - do not expire until 15 months after the end of the vacation year.

*For further information about continued remuneration please contact HR*

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### 2.5.3 Special Clause: When other his/her family members (e.g. spouse or parents) are sick

In this case the employee can apply Regular leaves or for LOP for the days he is not able to attend office.

*In case of critical situations please contact HR for further information*

### 2.5.4 Special Clause: When his/her child is sick

Employees are entitled to unpaid leave of absence from work for the duration of sickness of his/her own child.

Employees who are insured under a **public health insurance** are entitled to benefit in the event of a child ill (§ 45 SGB V).

#### 1. Conditions

For the caring parent to be entitled to child sickness benefit, certain conditions must be met:

- The sick child is younger than 12 years of age or disabled and in need of help.
- No other person lives in the household who can take care of the sick child.
- The doctor certifies the need for care or nursing.
- Both, the child and the caring parent are insured under the public health insurance.
- The supervising parent is employed and is unpaid by the employer for this period of time.

#### 2. Duration of sickness benefit payment

Every working parent of a child is entitled to 10 days off per calendar year and to receive child sickness benefit. For single mothers and fathers, this entitlement is 20 days.

If there are several children under the age of 12, each parent can be exempt for up to 25 days and receive child sickness benefit. Single parents of several children are entitled to leave of absence of up to 50 working days per calendar year.

An entitlement exists not only for home supervision and care, but also if the child must be taken to a doctor by the employee for medical treatment because of an illness requiring treatment.

The illness of a child during the employee's holiday, does not interrupt the holiday

**In case of child illness, the employee should apply for LOP and apply for sickness benefit to his health insurance fund.**

#### 3. How to apply to this benefit

**Step 1:** In order to apply for sickness benefit, the doctor issues a "Medical certificate for the claim of sickness benefit when a child is ill".

**Step 2:** On the back or lower part of it is the application for sickness benefit. Please fill in this part.

**Step 3:** Submit the certificate and the application to your Health insurance. Give a copy of the certificate to your employer.

**Step 4** For the calculation the health insurance receives the necessary information from HR/Payroll. If additional information is needed, your insurance will contact you.

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**The statutory entitlement to sickness benefit is restricted to the children of employees insured under the statutory health insurance.**

#### **4. Children who are insured by a private health insurance**

If the child is privately insured and the caring parent is insured under the public health insurance, there is not entitlement to this economic benefit. In this case, the employee is only entitled to unpaid leave or can apply for regular leaves.

### **2.6 Work on Saturday, Sunday or public holiday**

Work on Saturday, Sunday or public holiday is only possible on the instructions and with the prior permission and approval of the account manager. HR Department needs to be informed officially by the account manager **one week in prior** at least.

#### **2.6.1 Compensatory leave for work on Saturday**

1. Compensatory Leave (Comp off) is provided when an employee works on Saturday.
2. Currently, there is no automatic addition of compensatory leaves to the employee's leave account on the intranet portal. To add compensatory leaves to the employee's account on the intranet portal, employees must send an approved client timesheet to HR Department and Reporting Manager. After review and approval of these leaves, applicable compensatory leaves will be added to the employee's leave account.
3. Encashment will be possible for work on Saturday at the end of a calendar year just in case the employee was not able to take the compensatory leave due to project deadlines etc.
4. Compensatory leave for work on Saturday must be taken till 31<sup>st</sup> January of the next year. Leaves that are not taken until then will be paid as a part of the salary for the month of February.
5. Below guidelines will be followed when giving the compensatory leave for work on Saturday:
  - Employee worked less than or equal to 4 hours: eligible for 0.5 day of compensatory leave
  - Employee worked more than 4 hours: eligible for 1 day of compensatory leave

#### **2.6.2 Compensatory leave and additional allowance for work on Sunday and public holiday**

Work on Sunday or public holiday is only possible on the instructions and with the prior permission and approval of the account manager and the public authority of Germany, for this purpose HR Department needs to be informed officially by the account manager one week in prior at least.

After being informed the HR Department has to request official approval from the authority (Gewerbeaufsichtsamt) regarding work on Sunday or public holiday.

Following information about the details are required:

- Which employees worked on a Sunday/public holiday?
- How many hours did they work? (start and end)
- Where did they work? (location)
- Requirements: Which kind of tasks? Why was it not possible during the week?

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1. Compensatory Leave (Comp off) is provided when an employee works on Sunday or public holiday.
2. For the worked hours on Sundays and public holidays, the employee receives a supplement in addition to the basic hourly salary. This is calculated on the basis of a legally defined percentage of the hourly basic salary. For Sundays, a supplement of 50% of the basic hourly salary applies. For public holidays, a supplement of 125% of the basic hourly salary applies. These supplements are paid with the salary at the end of each calendar month and are exempt from wage tax.
3. The additional working time on Sunday or public holiday must be recorded in an additional time sheet by the employee. This timesheet must be approved by the manager at the end of each calendar month and sent via E-mail to the HR department by the 20<sup>th</sup> of each month.

**Please find the template for the additional timesheet:**

[Timesheet Work on Sunday or Public Holiday Template.xlsx \(sharepoint.com\)](#)

**The template is also available for download at SharePoint: Human Resources@Intelizign > Policies**

4. In case of work on Sunday the compensatory leave must be taken within **two weeks** thereafter.
5. In case of work on public holiday the compensatory leave must be taken within 8 weeks after work on public holiday.
6. According to the law the encashment for work on Sunday or on public holiday is not provided. The company is obligated to grant the rest day.
7. Below guidelines will be followed when giving the compensatory leave for work on Sunday or public holiday:
  - Employee worked on Sunday or public holiday: eligible for one day compensatory leave

## **2.7 Parental leave/ Elternzeit**

- See parental leave information document

## **2.8 Loss of Pay (LOP)**

1. If an employee wants to take leave during the probationary period but has not yet earned enough leave, he or she must apply for LOP. Only after the end of the probationary period is the employee entitled to the full annual leave of 30 days.
2. If the employee has exhausted his/her allocated leaves (including all types of leaves), then employee should apply for Loss of Pay and informed to HR immediately.

## **2.9 Doctor's visits during working time**

1. Regular Doctor's appointments should not be taking during working hours, but during free time. If it does happen that a doctor's appointment is just available during working hours (can happen with specialists where it is difficult to get an appointment), then the employee must inform their

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Project Manager and Team Manager in time. This should not be done on the day of the appointment, but a few days earlier. In the case of a normal planned visit to the doctor the employee should not apply for sick leave in the intranet. He or she is entitled to take their time for the appointment. After this, the employee has to resume his work.

2. Of course, an employee is allowed to see a doctor during working hours if the employee feels sick. This is particularly the case in the event of a sudden illness or injury. In this case the doctor's visit is an acute medical necessity. If the employee is suggested to take sick leave by the doctor for the rest of the day or longer examination during the doctor's visit, the employee must inform his/her manager immediately and apply for sick leave on the intranet.

### 3. Leave Application Process

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**Employees are requested to apply leave through Intelizign's "iCupport Employee Data Management System (iCupport)" only.**

**iConnect Step - 1:** Please go to the following URL

Germany URL: <https://iconnect.intelizign.com>

**iConnect Step - 2:** Login using your assigned 'Username' & 'Password'

**iConnect Step - 3:** Click 'Leave Application'

a) Leave Type: Choose required leave – RL / SL / LOP / Comp off / Carry Forward

b) Date: Select the date (Leave period – From & To)

c) Comment: Provide the Reason for Leave

**iConnect Step - 4:** Click 'Apply'

**iConnect Step - 5:** You will get an 'Approval' confirmation from your designated Reporting Manager

(If you have any issue, please feel free to contact HR)

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