

# **LEAVE POLICY & PROCESS**

**SecureKloud Technologies Ltd**

	<b>LEAVE POLICY &amp; PROCESS</b>	Doc. Version	4.1
		Rev. Date:	30-Dec-24

## Document Control

Prepared by	Reviewed by	Recommended by	Approved by
Work Group – Leave Policy & Process	Middle Management	Department Heads	Executive Vice President
Manager – H.R.			C.F.O.
Manager – H.R.			Head – People & Culture

## Document History

Version	Date	Changed By	Description	Status
2.1	Feb-2018	Venkateswaran S	Original Version	Approved
2.2	09-Dec-20	Work Group	Draft Version	Created
2.3	10-Dec-20	Department Heads	Review Version	Modified
3.0	14-Dec-20	Executive Vice President	Recommended Version	Approved
3.1	01-Jan-23	Manager H.R.	Amended Version	Approved
3.2	01-Apr-24	Manager H.R.	Amended Version	Approved
4.0	26-Dec-24	Manager H.R.	Amended Version (Added adoption Leave)	Approved
4.1	30-Dec-24	Manager H.R.	Amended Version - Added post ML Sick Leave, Maternity Bonus and changed the adoption/ commissioning leave	Approved

	<b>LEAVE POLICY &amp; PROCESS</b>	Doc. Version	4.1
		Rev. Date:	30-Dec-24

## **Purpose**

Leave is a benefit extended by the Company to its associates to ensure work life balance amongst associates to take care of any personal emergencies / exigencies that may arise in normal course and provide them with an opportunity to rejuvenate by way of planned leave.

The purpose of this policy & process document is to define the various leave types, corresponding eligibility and the process for availing of these leaves.

## **Scope**

The policy will specify the types and number of leaves an associate is eligible for a calendar year and how to apply for each of the leaves.

## **Applicability**

This policy covers all SecureKloud Technologies India associates.

## **Eligibility**

Applicable to associates of SecureKloud India at all levels.

## **Leave Accounting Year**

The leave account is operated on a calendar year basis i.e. 1st January till 31st December.

## **Types of Leave**

The following are the three types of Leave included in the Leave policy.

1. Casual Leave
2. Sick Leave for Illness of any incidental needs
3. Earned Leave (EL) for long duration vacation
4. Public & Festival Holidays
5. Maternity Leave (Includes Miscarriage Leave, Extended maternity leave, Medical Bonus)
6. Adoption Leave
7. Paternity Leave
8. Marriage Leave
9. Leave without Pay
10. Compensatory Leave

	<b>LEAVE POLICY &amp; PROCESS</b>	Doc. Version	4.1
		Rev. Date:	30-Dec-24

## Casual Leave (CL) & Sick Leave (SL)

**Objective:** To attend to personal exigencies arising out of unforeseen circumstances & To provide rest during illness of any incidental needs for associates.

### Eligibility:

**Casual Leave:** All associates are eligible for 12 days leave for every calendar year. C.L. for the year will be credited in advance at the beginning of the year and will be pro-rated in the years of joining and separation.

**Sick Leave:** All associates are eligible for 12 days leave for every calendar year. S.L. for the year will be credited in advance at the beginning of the year and will be prorated in the years of joining and separation.

The objective of providing sick leaves is for associates to avail leave for their sickness only and the associates are advised to value these leaves and use them judiciously.

## Earned Leave (E.L.)

**Objective:** To provide associates long duration planned leave for rejuvenation.

All associates are entitled, after twelve months' continuous service from the date of joining to holidays with wages for a period of 12 days for every calendar year. EL of one day would be credited at the end of each month and could be accumulated up to a maximum of 45 days. In the event, an associate completes his/her one-year period in the middle of the calendar year, earned leave shall be credited proportionately.

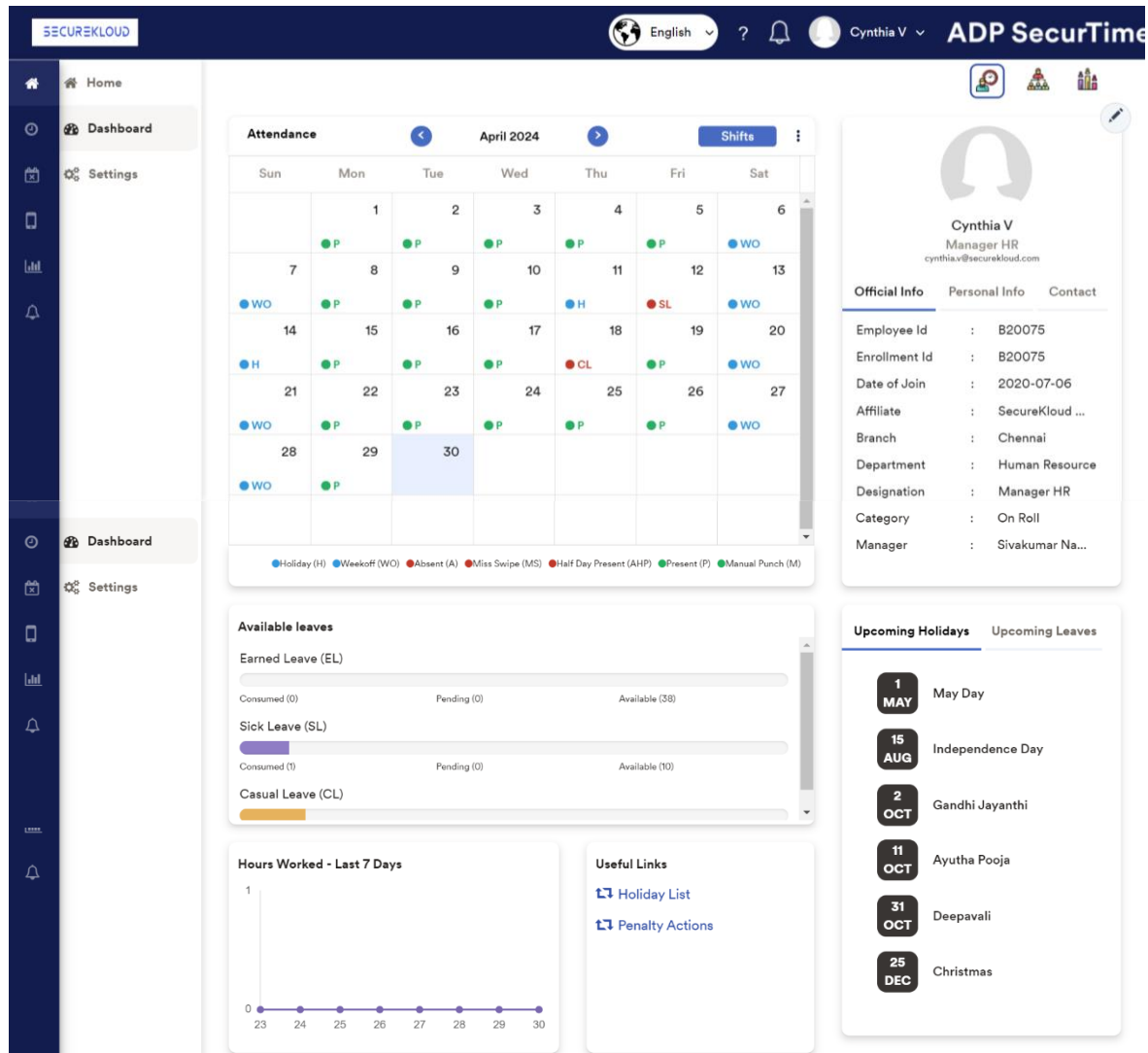
In the event of an associate joining the company between the 1st and the 15th of any month, the particular month shall be taken into account as one month of service for leave calculation purpose. If the associate joins the company after 15th of any month, the particular month will not be taken into account as one month of service for leave calculation purposes.

If the associate leaves the company after 15th of any month, the particular month shall be taken account for leave calculation purpose. If the associate leaves the company before the 15th of any month, the particular month shall not be taken account for leave calculation purpose.

	<b>LEAVE POLICY &amp; PROCESS</b>	Doc. Version	4.1
		Rev. Date:	30-Dec-24

## Process of Availing Leave

Associates applying for leave could log on Leave Management Portal using their user ID and password. Associates have to further navigate to <https://securekloud.securtime.adp.com/dashboard>.



## Casual Leave:

**C.L.**, including half a day can be availed to meet any personal emergencies. Casual Leave has to be

- Applied for in advance and approved by the associate's Primary Supervisor or in their absence, by the Secondary Supervisor, OR

SECUREKLOUD	LEAVE POLICY & PROCESS	Doc. Version	4.1
		Rev. Date:	30-Dec-24

- Communicate to associate's Primary Supervisor / H.R. on the first day of leave before the start of the day, and upon return, getting the same regularized by applying through L.M.S. and approved by the supervisor.

Casual leave shall not be availed for more than three consecutive days and it can be combined only with Sick Leave.

CL availed neither with approval nor regularized within three working days of resuming duty will be treated as Loss of Pay days and Unavailed CL lapse at the end of each year and cannot be encashed.

Leave without notification is to be avoided and the company reserves the right to take appropriate action if and when such acts are committed.

### Sick Leave (S.L.)

Sick leave policy is designed to enable associates to take necessary rest from work in case of personal ill health

**S.L.**, including half a day can be availed only for the days available in credit of the associates. Leave has to be

- Applied only for sickness incurred / accidents sustained by him / her.
- Authenticated Applied with medical certificate from registered doctor for sick leaves for more than 3 days.
- Sick leave applied for more than 3 days should be supported by a Medical certificate from a Government recognised Medical Practitioner. Otherwise, it will be treated as Casual leave or Earned leave

SECURECLOUD	LEAVE POLICY & PROCESS	Doc. Version	4.1
		Rev. Date:	30-Dec-24

- Associate can apply for Sick leave not more than 30 days in advance where the associate has planned his/her medical treatment including but not limited to surgery.
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- Communicated to associate's Primary Supervisor and H.R. on the first day of leave, and upon return, getting the same regularized by applying through L.M.S. and approved by the supervisor.

S.L. which is not regularized within three working days of resuming duty will be taken as Loss of Pay days and unavailed S.L. lapse at the end of each year and cannot be encashed.

### Earned Leave: (E.L.)

**E.L.**, including half a day can be availed only for days available in credit of the associates. Earned Leave has to be applied for in advance through L.M.S. and approved by the associate's Primary Supervisor or in their absence, by the Secondary Supervisor.

Unavailed EL can be carried forward to the following year subject to a maximum balance of 45 days at any point in time. Encashment of earned leave may be allowed at the rate of basic salary applicable on the day of encashment subject to leaving a minimum balance of 45 days to the credit of the associate concerned after encashment. Such encashment can be made only once in a year in the January payroll of the following year.

Advance Earned leaves are the leaves you apply for even though you have no current positive leave balance available.

	<b>LEAVE POLICY &amp; PROCESS</b>	Doc. Version	4.1
		Rev. Date:	30-Dec-24

You may apply for a maximum of 5 days of advance leave (-5 balance). The leave will be approved only for contingency or emergency reasons such as serious illness / hospitalization for self or in the immediate family / death of Kith and Kin and is at the discretion of the Management.

If the associate resigns from the organization upon return, the balance leaves (Negative balance if any based on the date of resignation) will be adjusted from his / her full and final settlement.

### **Intervening Holidays**

Intervening Holidays will not be taken for leave calculation except in case of Maternity and Leave without Pay.

### **Paid Holidays**

Company will declare Paid Holidays as per The National and Festival Holidays for a calendar year. The list of holidays is circulated to all the associates on or before the beginning of the year and also published in the notice board and L.M.S.

### **Maternity Leave (M.L)**

Every female associate, who has put in minimum of 80 days of service is entitled to M.L up to a maximum of 26 weeks paid leave for the first 2 children and 12 weeks thereafter as per the Maternity Benefit Amendment Act, 2017. In addition, every women employee entitled to maternity benefit under the Act is also entitled to receive a medical bonus of Rs.1000.

In case of miscarriage or premature delivery a maximum of 6 calendar weeks of M.L. is permissible after the event. Application for M.L. of this nature should be supported with proper medical certificate.

A woman suffering with pregnancy-related illness, childbirth, premature birth, or miscarriage can take an extra month of leave with wages, in addition to the regular maternity leave. The S.L. thus availed must be immediately preceding or succeeding the M.L and should be supported with a proper medical certificate.

And if the associate undergoes a tubectomy operation, she will be entitled for an additional 2 weeks of leave immediately following the date of her tubectomy operation, on production of a doctor certificate.



 <b>LEAVE POLICY &amp; PROCESS</b>	Doc. Version	4.1
	Rev. Date:	30-Dec-24

### **Adoption Leave (A.L)**

Every female associate, who has put in a minimum of 6 months of service, who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to 12 weeks of paid Adoption Leave from the date the child is handed over to the adopting mother or the commissioning mother.

A formal communication along with documentary evidence is to be submitted to the reporting manager and team H.R. This leave could be taken in parts based on the convenience of the associate in discussion with the Supervisor. However, eligible Adoption Leave must be availed within 30 days of the child's adoption.

### **Paternity Leave (P.L.)**

Every male associate who has put in minimum of 6 months of service is entitled for 5 working days of paid Paternity Leave for the birth of his child. A formal communication along with documentary evidence is to be submitted to the reporting manager and team H.R.

This leave could be taken in parts based on the convenience of the associate in discussion with the Supervisor. However, eligible Paternity Leave must be availed within 30 days of the child's birth and paternity leave is applicable to a maximum of two children.

### **Marriage Leave**

This policy is applicable to all confirmed associates of SecureKloud Technologies India. Associates can avail 5 days of marriage leave on their first marriage. The Marriage leave can be availed only once during employment.

### **Compensatory Holidays**

Associates upto Manager's Role are eligible for Compensation or Compensatory Holiday in lieu of having worked during Weekend / Festival Holidays / extended working hours for a minimum duration of 6 hours.

Associates who wish to avail compensatory holiday has to

- Seek due approval from Immediate Supervisor / Manager in writing by mail.
- Approval to be sent to H.R. Department for working on holidays due to business exigencies.
- Compensatory Off eligibility would be credited in the Leave Management System once the H.R team receives the mail with the approval of the reporting manager.

	<b>LEAVE POLICY &amp; PROCESS</b>	Doc. Version	4.1
		Rev. Date:	30-Dec-24

- Unavailed Compensatory Off would not be encashable or adjusted against notice period.
- The policy doesn't apply to associates who work in client location.
- To maintain work life balance, the compensatory leave thus earned will have to be used within 30 days from the day of working on the weekend / holiday. In exceptional situations, with prior approval of Department Head and H.R. Head, the leave can be availed up to 60 days beyond which it will lapse.

### **Leave on Probation**

Associates on probation are eligible to avail CL and SL during the probation period. The leaves would be credited at the beginning of each month. CL / SL can be taken for the current month upto the number of accumulated CL / SL's. CL's for future month of service cannot be taken in advance and any leave taken over and above the available CL's shall be considered as leave without Pay and the unavailed leaves would automatically lapse at the end of the calendar year.

However, associates on probation are eligible for E.L. but can avail only after completion of one year.

### **Leave for Associates on Interns / Trainees**

Associates on contract like Project Trainees on Stipend or On the Job Trainees are eligible for one day Casual Leave per month during their contract period. The leaves would be credited at the beginning of each month. CL can be taken only upto the number of accumulated CL's. CL's for future month of service cannot be taken in advance and any leave taken over and above the available CL's shall be considered as leave without Stipend and the unavailed leaves would automatically lapse at the end of the calendar year / contract period whichever is earlier.

### **Leave during travel to onsite**

When an associate goes onsite on L1 visa, he/she will be entitled to carry forward the entire Earned Leave leaving a minimum balance of 45 days to the credit of the associate concerned after encashment.

The associate travelling on B1 visa will follow the leave rules as applicable to him in India. However, the associate will not be entitled to National and Festival holidays as declared in India during his travel period unless it is also a declared leave as per the place of visit (Client organization / our office at onsite).

	<b>LEAVE POLICY &amp; PROCESS</b>	Doc. Version	4.1
		Rev. Date:	30-Dec-24

The associate travelling on H1B visa will have to terminate his employment with India office before travelling and hence all accrued leave will be paid to him along with his full and final settlement. Such associate will be governed by the leave rule of the office / location to which he is reporting.

### **Leave During Notice Period**

While serving the notice period, associate is not allowed to take any leave. However, in case of emergency, if an associate takes leave with the necessary approval from their immediate supervisor and Department Head, the notice period, in such cases, will accordingly be increased by the number of days an associate takes leave during the notice period.

### **Records of Leave & Attendance**

All leave requests duly approved will be duly recorded in Associate Leave Register.

Every associate should record their attendance upon arriving at the office and leaving at the end of each day. This can be either done using the Bio-metric / by signing the attendance register while entering and leaving the office. If an associate fails to record the attendance the same will be reported by H.R. and unless corrected by the associate, one day leave will be deducted for each such failure.

### **Approving Authority**

Any exceptions or deviations from this policy must be approved by the Head – People & Culture of the company before such an exception on deviation is made. Any revision of this policy must also be approved by the Head – People & Culture before it becomes effective. Any question of interpretation or applicability of any aspect of this policy will be settled by Team Human Resources.

The above policy supersedes all existing policies and procedures prevailing in the organization and this policy comes into effect from 30-Dec-2024.

Note: Any tax liability arising to be borne by the associate.