



Leave Policy

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FNF INDIA PRIVATE LIMITED

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Version	Revision	Issue Date	Changes
1	0	10/09/11	Initial Creation
1	1	1/1/2013	Format Change & process change as per Oracle implementation
1	2	12/06/2014	Format Change
1	3	10/09/2014	Document circulation - Country head removed, Approver changed, Changed FNFI to as mentioned above
1	4	22/01/2015	Approval authority has been changed
1	5	04/12/2016	Revision of policy
1	6	12/01/2017	Approver changed
1	7	25/04/2017	Entity Name and Address changed
1	8	13/07/2017	Maternity and Adoption Leave Revised, Format Change, Author Change, Reviewer Changed
1	9	01/11/2017	Revision and Version format change
1	10	18/01/2018	Leave period and base of calculation changed
1	11	7/2/2018	Leave against shortfall of notice period renamed and clause changed, Compensatory Off duration changed
1	12	9/2/2018	Forced Ranking Removed
1	13	02/05/2018	Author changed and approver designation changed
1	14	16/05/2018	Maternity and paternity leave guidelines updated
1	15	18/06/2018	Scope Revised
1	16	23/08/2018	Guidelines Updated
1	17	06/09/2018	Leave Encashment Details Updated
1	18	12/03/2019	Maternity Leave and Adoption Leave Details Updated
1	19	10/10/2019	Added Sabbatical leave details for BPO and Maternity Leave Details Updated
1	20	26/05/2020	Reviewed and no changes made
1	21	12/10/2020	Approver Changed, Document type updated to Policy
1	22	08/06/2021	Author name changed, Approver Designation updated
1	23	02/09/2021	Leave entitlement date & leave carry over plan updated

1	24	08/02/2022	LSA leaves have been added
1	25	01/03/2022	FNFI leave balance & carry over leave plan details have been updated
1	26	18/4/2022	Author name changed. Leave policy with respect to ML has been updated
1	27	08/09/2022	Author name changed. Leave policy with respect to Sabbatical leave and request form has been updated
1	28	19/09/2022	Sabbatical Leave flow chart has been updated
1	29	15/11/2022	Sabbatical Leave Process updated as per current followed process
1	30	03/05/2023	Approver Designation has been updated
1	31	23/06/2023	Updated the terms and conditions of Sabbatical Leave
1	32	18/08/2023	Author name & FNFI address has been changed
1	33	29/07/2024	Author name changed.

Leave Policy

I. Purpose:

This document describes the leave policy and sets out the various types of leaves that an employee is eligible for and outlines the procedure to avail leaves.

II. Scope:

This policy is applicable for all the full time and internal contract employees of “FNF India Private Limited” (FNFI).

External contract employees shall be governed by the terms of the contract under which they are employed and the terms of such contract on this matter will take precedence over this Policy.

III. Definitions:

FNFIN Leave Plan:

FNFIN Leave Plan is the name of the bucket in Oracle where the current year leaves are accrued.

FNFIN Carry Over Plan:

FNFIN Carry over Plan is the name of the bucket in Oracle where the carried forward leaves are accumulated each year.

IV. Policy:

Below is a summary of the different type of leaves available in FNFI, further details are defined later.

Leave type	Eligibility and Description	No Of Days
FNFIN Leave Plan	All FNFI confirmed employees	2.5 per month (2.5*12=30 days/year)
	All Probationary employees	1 per month. (1*6=6) days
FNFIN Carryover Plan	All FNFI confirmed employees	Up-to 50% of accrued leaves (2.5*12)/2 = 15 days/year (En-cash OR Carry forward)

Maternity Leave	Any expecting lady, limited for two children	26 Weeks
Miscarriage	Any female employee facing miscarriage	6 Weeks
Adoption Leave	All FNFI employees adopting a child.	12 Weeks for Female
		5 Days for Male
Paternity Leave	Any male employee after the birth of his child, limited for two children	5 Days
Bereavement Leave	Any FNFI employee who encounters the loss of an immediate family (Spouse, child, parents & siblings)	5 Days
Long Service Award (LSA) leaves	All FNFI confirmed employees in long service	5 Days – 5 year completion 10 Days – 10 year completion 15 Days – 15 year completion
Sabbatical Leave	All FNFI employees who have completed 5 years of continues service in the Organization	Up-to 6 months
Others - Leave without pay, Community Emergencies, Compensatory off, Management directed site closure and extraordinary events.		

Leave is a privilege and not a right which is extended by the Company to its employees including internal as well as external contractors. It shall be the Company's discretion to grant leave to employees which includes internal as well as external contractors, considering the exigencies of business and the needs of the employees at that time. Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides a better work life balance for the employees of the company.

Leave entitlement:

The Leave cycle at FNFI starts from 1st January of the current year to 31st December of the current year.

Types of Leave:

The different types of leave covered under this policy are:

- FNFIN Leave Plan (current year leave accrued)
- FNFIN Carryover Plan
- Maternity Leave
- Adoption Leave
- Paternity Leave
- Bereavement Leave
- Long service award (LSA) Leave
- Sabbatical Leave
- Leave without pay

- Community Emergencies
- Compensatory off
- Management directed site closure and extraordinary events

FNFIN Leave:

- FNF India has only one category of leave named as FNFIN Leave.
- All employees who have been confirmed on the rolls of FNFI will accrue 2.5 days leave per month which is a total of 30 days annually. For employees who join during the middle of the month, the leaves will be calculated on a pro-rata basis.
- The internal contract and probationary employees will earn 1 day of leave per month.
- There shall be no differentiation with respect to the type of leaves availed namely, Sick Leave/Casual Leave/Privileged Leave etc. The entire quantum of leave is categorized as "FNFIN Leave".
- Leaves availed more than 3 days at a stretch for medical reasons should be accompanied by a certificate from a registered medical practitioner.
- Any leave request should be planned and approved well in advance to meet all client requirements.
- Oracle tool will auto-round off to 0.5 or 1 leave balance whichever is closer to the accrued leave balance.
- For 0.45 – 0.84 days: system will calculate as 0.5 days.
- For 0.85 – 1.44 days: system will calculate as 1 day.

(The concept of 0.25 or 0.75 leave days does not exist on the Oracle tool)

Leave eligibility for employees on Probation:

- Employees on probation will accrue 1 day leave per month until the completion of their probationary period. This leave of 1 day will be credited towards the beginning of each payroll cycle till their confirmation. For an employee who joins in the middle of the month, the leaves will be calculated on a pro-rata basis.
- The remainder of 1.5 days leave will be accrued on successful completion of probation.
- In this manner, the employees on probation will also be benefitted with 2.5 days leave per month from the date of joining on successful completion of the probation period.
- If an employee is on probation at the end of the leave year (1st Jan to 31st Dec), she/he shall not be entitled for any leave encashment. Instead, employee leaves will be carried forward to the next leave year and the same can be utilized by an employee or the same can be en-cashed towards the end of employment.
- Thus, the total leave balance of an employee who is on probation would be carried forward to the next leave year and the same will be reflected under FNFIN Carryover leave after the leave carryover process. The maximum leaves that can be carried forward is 50% of the accrued leaves from the DOJ (only if joined in the current leave year) till the end of the calendar year (31st Dec). The remainder of leave balance if any, will lapse.
- This would be 2.5 days per month irrespective of their confirmation as on 31st Dec minus the leaves availed in the FNFIN Leave Plan.

- Employees who are yet to complete three months at FNFI are not recommended to take any leave. Leaves will be approved solely under the discretion of the reporting manager and only under critical exigencies.

FNFIN Carry Over Plan:

- At the end of the leave year (31st Dec), all the confirmed employees can either “carry over” or “en-cash” a maximum of 50% of the accrued leaves to the next year. Any leave over and above 50% of the accrued leave days will lapse from their current year leave balance (FNFIN Leave balance).
- The FNFIN carry over plan can have a maximum of 45 days at any point in time in the entire employment. Any leave over and above 45 days will lapse from her/his FNFIN carry over plan.
- Once the leave has been carried over to the next year, it cannot be en-cashed until the time of separation from FNFI.

I. Leave encashment when in Service:

- Leave encashment in all the cases will be calculated on the last drawn fixed basic salary.
- At the year end, the employee has a choice to en-cash the FNFIN leaves; the max being 50 % of the total leave accruals in the current year leave plan.

II. Leave encashment at the time of separation from FNFI:

- Leave encashment will be permitted at the time of separation from the organization to the extent earned. This would include the balance in the “FNFIN carry over plan” which is subject to maximum of 45 days and “FNFIN leave plan” which is subject to a maximum of 50 per cent of the total leave accruals in the current year leave plan.
- Leave encashment in all the cases will be calculated on the last drawn fixed basic salary.

III. Leave adjustment against notice period

- Any type of leave adjustments against the notice period will not be allowed for any employee of FNFI

Maternity Leave:

- All the female FNFI employees are entitled to maternity leave as per the latest amendments to the provision of Maternity Benefit Act 1961.
- Twenty-six weeks paid leave, the leave will be in calendar days. Employees may be allowed to extend maximum of 1 month (calendar days) beyond their 26 weeks of maternity leaves. Any employee who extends their maternity leaves for more than 1 month (calendar days) will be asked to resign from her current employment and rejoin if required. (Adequate approvals from the Business & HR Heads will be required)
- In case of miscarriage, subject to medical certificate six weeks paid leave is provided immediately after the date of miscarriage.
- Maternity leave must be notified at least three months in advance. An application indicating the date of proceeding on maternity leave and date of possible resumption

after delivery should be submitted. An employee can take Maternity leave not before 84 days before the due date.

- The female employee must have completed at least 80 working days with FNF India to avail the maternity leave benefit.
- This leave shall be limited for two children. The maternity benefit will not be applicable for a third child, while the first two children are living.
- For employees covered under ESIC, the pay during the maternity leave will be paid by ESIC as per statutory rules.
- In order to avail the maternity leave, the concerned employee has to submit the discharge summary / child's birth certificate as a supporting document.
- Any woman employee having 2 surviving children, will be entitled for 12 weeks of maternity leave (ML) for the 3rd child onwards. This ML category can be availed latest from 6 weeks before the expected date of delivery (considering the medical documents).

Adoption Leave:

- FNFI extends this benefit to the employees understanding their need to spend time with the new family member.
- All women employees can avail a twelve week paid leave & male employees can avail a leave of five days.
- To apply for the adoption leave, the employee has to submit a scanned copy of the adoption certificates and keep the immediate reporting manager informed about the progress/closure of the adoption process, keeping the HR in loop.

Paternity Leave:

- FNFI will provide five days of paternity leave to the employee, which needs to be availed within the first two months from the date of birth of the child.
- This leave shall be limited for two children. The paternity benefit will not be applicable for a third child, while the first two children are living.
- The leave is not required to be taken continuously.
- In order to avail the paternity leave, the concerned employee has to submit the discharge summary / child's birth certificate as a supporting document.

Bereavement Leave:

- FNFI extends this benefit to the employees understanding their need to have time to mourn the death of an immediate family (Spouse, child, parents, and siblings) and for such other immediate needs.
- The leave can be availed within 30 days from the date of the event
- FNFI will provide five days of paid time off
- The leave is not required to be taken continuously.

Long service award (LSA) Leave:

- The LSA leaves will be calculated basis the 5 years (5 days LSA leave)/ 10 years (10 days LSA leave)/ 15 years (15 days LSA leave) long service tenure completion from the date of joining (DOJ) at 5 year intervals

- These leaves will be calculated from the backend for encashment only and these will not reflect in Oracle tool
- The regular leave encashment process will be followed as per the leave encashment policy
- The present year LSA leaves will be paid out in the subsequent year leave encashment payroll cycle (January)

Sabbatical Leave:

FNF India Private Limited offers Sabbatical leave as a benefit to encourage employees to innovate, gain knowledge and pursue their interests (e.g. travel, research, volunteer and write). It's one way to reward employees who have been working with us for a long time. We also want to encourage to rejuvenate and develop their skills.

Scope: Sabbatical leaves are applicable to all employees of FNF India Private Limited, who have been a part of BPO and Enabling Functions and have completed 5 years in the organization.

Entitlement and Eligibility: The Sabbatical leave is an unpaid leave from work to take a break for personal reasons which is agreed by the organization. Employees are expected to inform at least two months prior to the commencement of the sabbatical leave. Sabbatical leave can be applied only if below conditions are met:

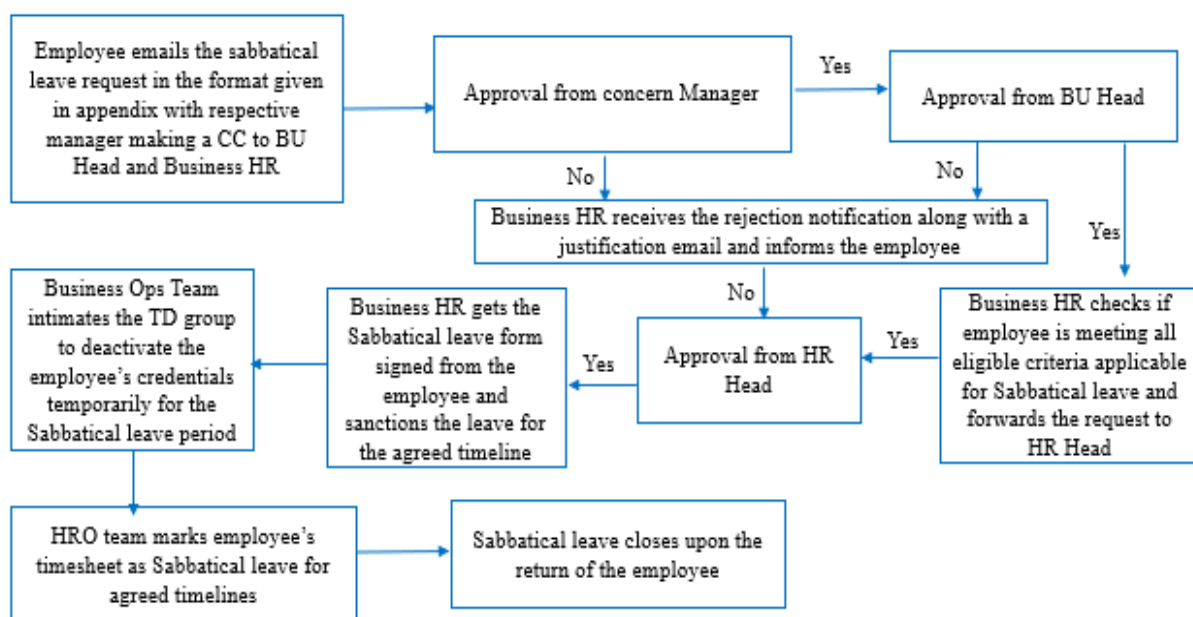
- The employee must have completed 5 years of continuous service in the organization.
- Sabbatical leave can be availed for a maximum of 6 months.
- Employee who is under PBP or has been through disciplinary process within previous 6 months can't take sabbatical leave.
- Sabbatical leave is subjected to management's approval.

If the Sabbatical leave is approved, the employee would not be eligible for any statutory benefits from the organization. However, benefits like health insurance, group term life coverage and group personal accident coverage will remain intact. During renewal of insurance policy, employee will be responsible to share the details or else the policy will not be considered for renewal.

Sabbatical leave can be applied twice with a gap of five years. These leaves can't be accrued. For example, if you become eligible after five years of working with us, you should take your sabbatical leave before you complete ten years in the organization, or you lose it.

Process: The request for Sabbatical leave should be raised in the specified format mentioned below in the appendix **at least two months prior** to the commencement of the leave.

Employee needs to refer to the process flow chart given below for a concise view of the steps to be followed.



All the Sabbatical leave request should go via HR department only.

Terms and Conditions:

- While on Sabbatical leave, the employee should not engage in any profit/non-profit employment related activities like part-time jobs/freelancing or any business ventures.
- Sabbatical leave conditions the employee to sign a form between the employee and the organization.
- If the employee resigns while she/he is on the sabbatical leave, the resignation date will be considered as the last working day in the organization. The clause related to notice period mentioned in the employee's appointment letter shall be suspended / kept on void till and including the day the employee is under sabbatical leave.
- If the employee doesn't return back to work post completion of agreed Sabbatical leave period, standard NCNS process will be followed and disciplinary actions will be taken accordingly.
- Employees returning from Sabbatical leave & working on the same process (same as before going on Sabbatical) can be treated with warning letters if they are not performing well.
- Employees returning from Sabbatical leave needs to be given sufficient training on the process for further evaluation if in case they are being moved to a different process.

Note: Maternity and Sabbatical leaves cannot be clubbed.

Community Emergencies:

- FNFI will allow paid time off for employees serving as members of emergency aid units when they volunteer to render assistance in a community emergency.
- The number of days is at the discretion of Vertical Head.

Management Directed Site closure or Extraordinary events:

In case of management directed site closure or any extraordinary events, FNFI employees will compensate the closure time by working through the coming weekends.

Leave without Pay:

- Leave without Pay is permissible only if the employee has no other leave balance.
- This leave is applicable only for self-illness or any other reason beyond the control of the employee.
- This may have an impact on annual increments.
- Ideally, a personal unpaid leave will not extend beyond 21 days. Upon expiration of the leave, the employee will generally be restored to the same position he/she held when the leave began, or to a similar position with similar pay, benefits and other terms and conditions of employment.
- Any employee who avails more than 21 continuous days of LOP will be asked to resign from his current employment and rejoin if required. (Adequate approvals from the Business & HR Heads will be required)
- However, FNFI cannot guarantee that an employee will be returned to their original process, he / she will be moved to any process based on the requirement.
- If Friday & Monday are considered as LOP, then Saturday & Sunday will not be considered as paid holidays

Unauthorized Absence:

- Employee's absence from work without prior approval of leave or without any communication to the manager or on unapproved / unsanctioned leave would amount to unauthorized absence from work.
- Employee will not be eligible to receive any salary for the period of Unauthorized Absence.
- Apart from not being paid for the period of Unauthorized Absence, the employee will also make himself liable for disciplinary action as deemed fit by the Company.

Impact of Unauthorized absence on Performance Incentive:

- Unauthorized Leaves – Employees are not eligible for incentive for that particular month
- If unauthorized leave taken is less than or equal to 1 day in a month, there is no slab change
- If unauthorized leave taken is 2-3 days in a month, it slips to one slab lower.
- If unauthorized leave taken is 4 days in a month, it slips to the lowest slab.
- In case, a similar incident of 4 days of unauthorized absence is repeated by the employee for consecutive 3 monthly payroll cycles or for more than 3 times over a period of 1 year, she/he shall not get the incentives for the month and it will have an impact on the performance review.
- If unauthorized leave taken is over 4 days in a month, the employee is not eligible for the incentives in that particular month

General rules applicable to leaves:

- The sanction of leave is solely at the discretion of the Manager. Once the leave is sanctioned for the period applied for, extension is not automatic and requests may be declined.
- All employees should apply for leave on the Oracle system and the same should be approved by the respective supervisor.
- Before proceeding on leave, information like address and the contact number should be made available.
- Cancellation of leave needs to be intimated to the reporting manager and the same needs to be approved.
- An employee is working on an off day, he is entitled to enjoy a day off on a working day as detailed in the Compensatory Guidelines. This is applicable for the employees basis the eligibility stated in the Compensatory Guidelines
- Leave can be availed for any absence for a day in full or half, or multiples of the same
- The half day period should either be the first 4 plus hours of the day or the last 4 plus hours of the day & this will be adjusted towards paid leave if your permission is due to health reasons.
- The full day period should be 6 plus hours of the day.
- Leave encashment will be governed by the existing Income Tax laws. Salary for Leave encashment involves the Basic Salary and includes PF & PT and excludes ESI wherever applicable
- Any employee who is onsite (even for short term travel) will be mapped to FNF Corp holidays, comp off will not be provided for the Indian holidays that they have worked on during the onsite stint
- Hierarchy of Leave Balance: If an employee avails any leave, the deduction of the leave balance will happen first in her/his Compensatory off (if exists) balance. If there is no compensatory off balance, it shall get deducted from the current year leave balance. If there is no leave in the employee's current year leave plan, it will get deducted from the carried forward leave bucket of the employee. Further, if there is no Leave Balance under carry forward leave bucket, it would be considered as Loss of Pay.

V. Interpretation:

- The interpretation of this policy rests exclusively with the Company. The decision of the Company shall be final and binding.
- The policy and procedures stated in this document will be interpreted, administered and amended by the company within its sole discretion.
- The company reserves an unconditional right to modify, amend or rescind the whole or part of this policy at any time it may deem fit without any notice.
- Any matter not specifically covered under the above guidelines or any exceptions shall be referred for discussion to the Business Head, Head-HR of FNF India and the Vertical heads for the necessary advice and approval.

VI. Effective date:

The latest leave policy revision version supersedes all prior revision versions on the subject matter and shall come into force on the date of current version mentioned above.

VII. Appendix:

Please reach out to HRBP team for the Sabbatical leave request form.

SABBATICAL LEAVE REQUEST FORM

Employee Name:	Employee ID:
Designation:	Department Name:
DOJ:	Sabbatical leave start date:
Manager:	Sabbatical leave end date:
Leave request date:	
Department Head:	
Reason for Sabbatical leave -	

Letter

Dear _____ (Manager Name),

I have been working as _____ (Designation) in _____
 (Department) from _____ (Date of Joining) and would like to take break due to
 _____ (Mention the reason for Sabbatical).

However, you can reach me at _____ (Phone Number /email
 id) if there are any questions or concerns. I hope to return with renewed energy and enthusiasm to
 continue with my job role and responsibilities. I acknowledge to abide by the sabbatical clause (leave
 without pay & other clauses) as mentioned on the Leave policy.]

Additional comments (if any):

Employee Name & Signature: _____ Date: _____

Note: The original of this form is to be kept in the Employee file for documentation purposes