

# Vikartr Technologies Leave Policy

(Applicable from January 2024)

## Purpose of Leave

**Vikartr Technologies** is committed to fostering a healthy and supportive work environment. We provide comprehensive leave benefits to help employees manage personal and health needs, recuperate from illness or injury, fulfill social obligations, and ensure adequate rest for maintaining productivity and well-being.

### Leave Year and Applicability

- Leave approval is at the sole discretion of the Management based on business needs or the seriousness of the case.
- The leave year is from January 1st to December 31st 2024.
- This policy applies to all employees from their date of onboarding.
- Employees on probation are eligible for Casual Leave (CL) only.
- Leave applications must be submitted in the admin system within two working days of returning to duty. Medical certificates from registered medical practitioners are required for medical leave.

## Types of Leave

### 1. Casual Leave (CL)

#### Eligibility:

- All employees are eligible from the date of joining.

#### Quantum:

- 12 days per year.

#### Entitlement:

- CL is calculated at 1 day every 1 month.
- Maximum 2 consecutive days of CL; more than 2 days will be considered as unpaid leave
- Unused CL lapses at the end of the calendar year.

### 2. Sandwich Leave Policy

#### Entitlement:

- Leave taken on the last working day of the week and the first working day of the next week, with a weekend in between, will be considered as sandwich leave. Therefore, the count of the leave will be considered on the remaining paid and unpaid leaves.

- Sandwich Leave Policy will also apply when an employee applies for leaves before and after Public Holidays.

#### **Notification and Medical Certificate Requirements**

- Leave taken without prior approval must be communicated via PHONE CALL ONLY.
- Prior approval from the Reporting Authority is required.
- Medical certificates are required for absences over 3 continuous days.
- Team Leads and Reporting Authorities must ensure compliance.

#### **Vikartr Technologies Public Holidays 2024**

<b>Sr. No.</b>	<b>Holiday</b>	<b>Date</b>	<b>Day</b>	<b>Type</b>
1	New Year	1-Jan-24	Monday	Regional
2	Makar Sankranti	14-Jan-24	Sunday	Regional
3	Makar Sankranti (2nd day)	15-Jan-24	Monday	Regional
4	Republic Day	26-Jan-24	Friday	National
5	Holi	25-Mar-24	Monday	Regional
6	Independence Day	15-Aug-24	Thursday	National
7	Rakshabandhan	19-Aug-24	Monday	Regional
8	Janmashtami	26-Aug-24	Monday	Regional
9	Dussehra (Vijaya Dashmi)	12-Oct-24	Saturday	Regional
10	Chotti Diwali	31-Oct-24	Thursday	Regional
11	Diwali	1-Nov-24	Friday	Regional
12	Vikram Sambat New Year Day	2- Nov- 24	Saturday	Regional
13	Bhai Dooj	3-Nov-24	Sunday	Regional

This leave policy is designed to ensure a balance between work and personal life, promoting a healthy and productive workforce at Vikartr Technologies.