

Process

# Leave policy-2025

Human Resources

## Contents

Objective .....	4
Scope.....	4
Guideline .....	4
Types of Leaves.....	4
Leave Details .....	5
India Holiday List .....	7
Leave Application Process .....	7
Amendments .....	7

**Revision History**

Version	Date	Author	Reviewer
1	1-Jan-15	HR Team	India – HOA
2	25-Aug-15	HR Team	India – HOA
3	8-Dec-15	HR Team	India – HOA
4	1-Jan-16	HR Team	Sr. Mgr. – Delivery
5	1-Jan-17	HR Team	India – HOA
6	1-Jan-18	HR Team	HR-Principal
7	31-Dec-18	HR Team	HR-Principal
8	1-Jan-19	HR Team	HR-Principal
9	1-Jan-20	HR Team	HR-Principal
10	1-Jan-21	HR Team	HR-Principal
11	1-Jan-22	HR Team	HR- Senior Director
12	1-Jan-23	HR Team	HR- Senior Director
13	1-Jan-24	HR Team	HR- Senior Director
14	1-Jan-25	HR Team	HR Head

**1. Objective:**

At Tredence Analytics Solutions Pvt. Ltd. we believe that a supportive and flexible work environment that enables our colleagues to take time off for personal and family needs, including vacation, personal exigencies, recuperation from illness or for any other needs, is important for their wellbeing and success.

**2. Scope:**

This policy applies to all members of Tredence Analytics Solutions Pvt. Ltd. India herein referred to as “**employees**”. (For the purpose of this policy, “**employees**” stands for all working at Tredence Analytics Solutions Pvt. Ltd. – full time regular employees, only).

**3. Guidelines:**

- Tredence Analytics Solutions Pvt. Ltd. shall follow the calendar year for leave administration i.e., January to December.
- All leave must be applied by the employee on TMS and has to be approved by their manager on TMS.
- All availed leave should be applied on TMS within 30 days from the date of leave.
- Leave availed but not applied on TMS will attract disciplinary action.
- Employees can avail fixed holidays based on their base office location i.e., Bangalore, Chennai, Pune, Kolkata and Gurgaon.
- No leave earned or casual leave can be availed during the mandated notice period per the employee's agreement, except in case of an emergency or ill health.

For any grievances related to the leave policy employees can reach out to their respective HRBPs.

**4. Type of Leaves:****Privilege Leaves:**

Sl.No.	Type of leaves	Period
1	Earned Leaves	18 working days/ calendar year
2	Sick Leaves	6 working days / calendar year
3	Casual Leaves	6 working days / calendar year
4	India Holidays	10 working days/ calendar year; split as <ul style="list-style-type: none"><li>• 8 fixed holidays aligned to the office base location.</li><li>• 2 optional holidays</li></ul>

5	Earned Leaves (Interns/Contractors)	1.5 working days/ per month
---	--	-----------------------------

**Special Leaves:**

Sl. No.	Type of leaves	Period
1	Maternity Leaves	26 calendar weeks
2	Miscarriage Leave	6 weeks
3	Adoption Leave	12 Weeks
4	Paternity Leaves	10 working days (Up to 3 children)
5	Compensatory Off	At managers discretion
6	Bereavement Leave	10 Calendar Days (For Immediate Family and Others)
7	Sabbatical/LOP	30 days Unpaid

**5. Leave Details:**

**a) Earned Leaves:** Employees are entitled to 18 paid days of leave earned each calendar year for the time away from work for rest and relaxation.

- Employees will be credited with 1.5 days of earned leave in their accounts every month on a pro-rata basis.
- Employees joining mid-of-the-month (New Joiners) will be eligible for 1.5 days of earned leave provided there are 15 calendar days of service left in the month.
- Employees can accumulate a maximum of 45 days unutilized Earned Leaves and the same can be carried forward to the next calendar year.
- Only earned leaves can be accumulated and payable at the time of exit settlement, all other leave categories if unutilized will lapse at the end of each calendar year (or) at the time of exit whichever is earlier.
- Unutilized Earned leaves above 45 days shall get lapsed at the end of each calendar year.

**b) Sick Leaves:** Employees are entitled to 6 paid days of sick leave each calendar year to recover from health issues. At the beginning of the year, 6 sick leaves will be credited to the employee's account. If an employee joins later in the year, the credits will be applied on a pro-rata basis.

- Sick leaves are supposed to be utilized in case of medical reasons only.

**c) Casual Leaves:** Employees are entitled to 6 paid days of casual leave each calendar year to deal with personal exigencies. At the beginning of the year, 6 casual leaves will be credited to the employee's account. If an employee joins later in the year, the credits will be applied on a pro-rata basis.

- Casual leaves are intended for use only in the case of emergency & medical reasons.

- d) India Holidays / Festive Leaves:** 10 holidays each year. Out of these 10 holidays.
- 8 holidays are fixed aligned to the employee's office base location and 2 leaves are optional). The holiday list is shown in Section IV below.
- e) Earned Leaves – Intern's and Contractors:** All interns and direct contractors are entitled for 1.5 days of earned leave each month as per compliance. This leave cannot be carried forward to next month or encashed.
- f) Maternity Leaves:** Women employees are entitled to a maximum of 26 weeks (182 calendar days) of maternity leave.
- g) Miscarriage:** Women employees are eligible for six weeks immediately following the day of delivery or miscarriage.
- h) Adoption leaves:** Women employees can avail adoption leave of 12 weeks paid time off for a child below 8 months of age.
- i) Paternity Leaves:** The father is entitled to take 10 working days (upto 3 children) of paid time off from the Date of Birth of the child.
- j) Compensatory Off:** Tredence offer compensatory off for the work carried over a weekend/holidays as per the India Holiday list. The eligibility of compensatory offs would depend on your managers' discretion. Employees can avail the compensatory off within a maximum period of 2 weeks from the date of the weekend/holiday worked.
- All compensatory offs will be at the discretion of the manager and will neither be encashed nor carried forward to the next calendar year.
  - Any compensatory-off accrued must be availed within 2 weeks or they shall lapse.
  - Compensatory Leave in lieu of duties performed on Saturdays, Sundays or fixed Holidays under manager's approval should be claimed within a maximum period of 2 weeks from the date of the weekend/holiday worked. This is granted on the condition that there will be no accumulation of such compensatory leave, and it is to be availed of within 2 weeks.
- k) Bereavement Leave:** Employees can avail 10 calendar days in case of demise of immediate family members (Parents/In-laws, Spouse, Children, Immediate Siblings, Grand-parents, and pets).
- l) Sabbatical Leave:** Employees can take up to 30 days of unpaid leave for sabbatical, subject to approval from the Manager & HR. Sabbatical leaves can be availed after successful completion of probation and a minimum of 6 completed months (180 calendar days) of service at Tredence.
- m) Leave without pay (LOP):** All Leave Without Pay (LOP) requests must be applied on TMS, if LOP's are applied for more than a week and if the weekend is falling

between the LOP days the weekend will also be considered as LOP (Ex: Anyone taking LOP on Friday and Monday it will be considered as 4 days of LOP).

## 6. India Holiday List:

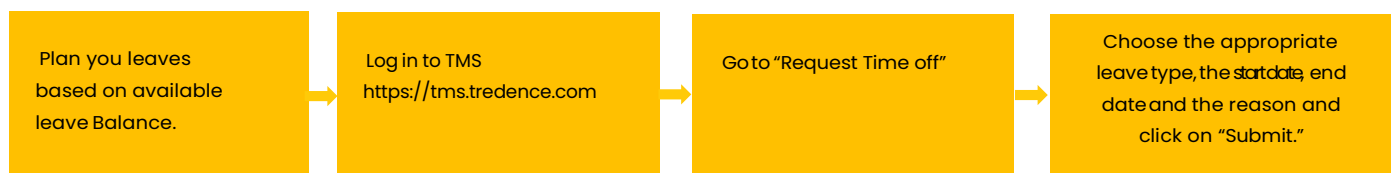
Employee is entitled to 10 India Holidays, out of which.

- 8 fixed holidays aligned to the office base location
- 2 optional holidays

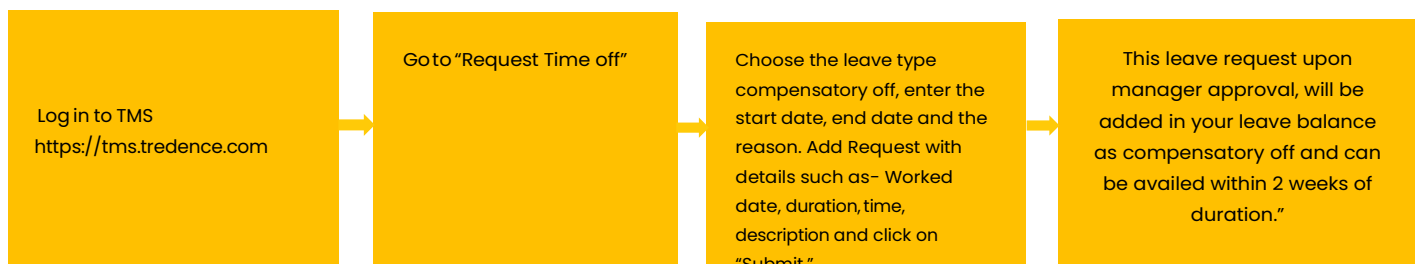
Please refer to the [India Holiday Calendar](#) for the leave.

## 7. Leave Application Process:

Leave Application Process – All type of Leaves:



Leave Application Process – Compensatory Off/Leaves



## 8. Amendments:

The Policy is subject to amendment from time to time. Any amendment to the provision(s) of the Policy must be approved by the CHRO communicated to the Employees.

Need for update	Changes while required
Frequency of update	As and when necessary
Responsibility of update	CHRO