

Process

Leave policy-2024

Human Resources

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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

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 SuccessFactors and has to be approved by their manager on Success Factors.
- All availed leave should be applied on SuccessFactors within 30 days from the date of leave.
- Leave availed but not applied on SuccessFactors will attract disciplinary action.
- Employees can avail fixed holidays based on their base office location i.e., Bangalore, Chennai, Pune and Gurgaon.
- No leave would be granted in case the employee is serving notice period, except in case of an emergency or ill health.

For any grievances related to the leave policy please reach out to your respective HRBPs.

4. Types of Leaves:

Privilege Leaves:

Sl. No.	Type of leave	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"> 8 fixed holidays aligned to the office base location. 2 optional holidays
5	Earned Leaves (Interns/Contractors)	1.5 working days/ per month

Special Leaves:

Sl. No.	Type of leave	Period
1	Maternity Leaves	26 calendar weeks
2	Miscarriage Leave	6 weeks
3	Adoption Leave	12 Weeks
4	Paternity Leaves	10 working days (Upto 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:

Earned Leaves: Employees are entitled to 18 paid days of earned leave 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 calendars days of service left in the month.
- Employees can accumulate a maximum of 45 days unutilized Earned Leaves and the same can be carried forwarded 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.

Sick Leaves: Employees are entitled to 6 paid days of sick leave each calendar year to recoup from health issues. At the beginning of the year, 6 sick leave 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.

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 leave 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.

India Holidays / Festive Leaves: Tredence Analytics Solutions Pvt. Ltd. is closed for 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.

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 carry forwarded to next month or encashed.

Maternity Leaves: Women employees are entitled to a maximum of 26 weeks (182 calendar days) of maternity leave.

Miscarriage: Women employees are eligible for six weeks immediately following the day of delivery or miscarriage.

Adoption leaves: Women employees can avail adoption leave of 12 weeks paid time off for a child below 8 months of age.

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.

Compensatory Off: We 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.

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).

Sabbatical Leave: Employees can take up to 30 days of unpaid leave for sabbatical, subject to approval from the Manager & HR.

Leave without pay (LOP) : All Leave Without Pay(LOP) need to applied on SuccessFactors, if LOP's are applied for more than a week and if the weekend is falling between the LOP days the weekend will also 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

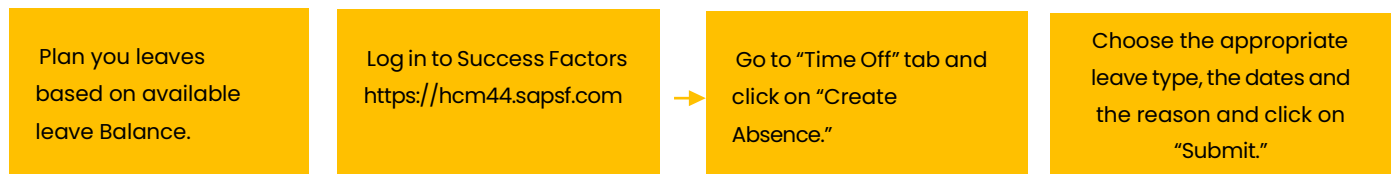
Please refer to the documents below for the leave calendar.



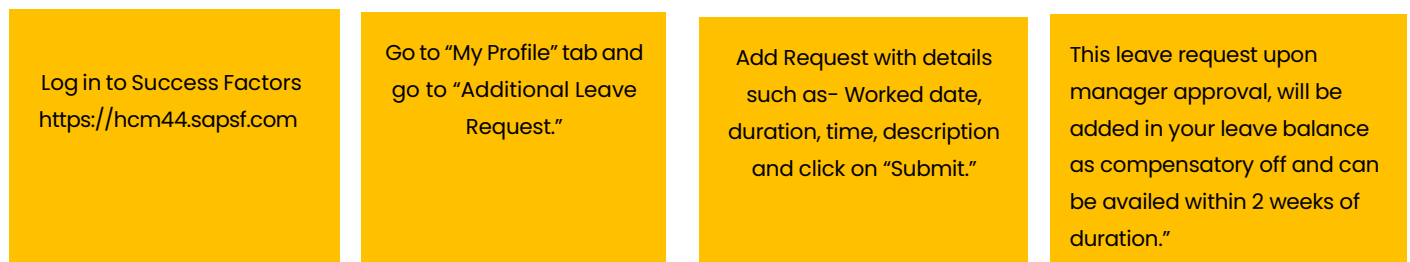
India Holiday
Calendar 2024- 21-Dc

7. Leave Application Process:

Leave Application Process – All type of Leaves:



Leave Application Process – Compensatory Off/Leaves



8. Annexure:

Examples of leaves in each type of leaves:

Earned Leaves: Employee accumulates 4.5 days of leave every quarter on pro rata basis from DOJ.

Q1: Jan to Mar: 4.5 leaves

Q 2: Apr to Jun: 4.5 leaves

Q 3: Jul to Sep: 4.5 leaves

Q 4: Oct to Dec: 4.5 leaves

Example: If you join in the month of Jan, you will get 4.5 leaves for the quarter If you join in the month of Feb, you will get 3 leaves for the quarter If you join in the month of Mar, you will get 1.5 leave for the quarter. However, leave accrual is 1.5 days per month on completion of 15 days of service each month.

Sick Leaves: Employee accumulates 1.5 specific days of leave every quarter on pro rata basis from DOJ.

Q 1: Jan to Mar: 1.5 leaves

Q 2: Apr to Jun: 1.5 leaves

Q 3: Jul to Sep: 1.5 leaves

Q 4: Oct to Dec: 1.5 leaves

Example: If you join in the month of Jan, you will get 1.5 leaves for the quarter If you join in the month of Feb, you will get 1 leave for the quarter If you join in the month of Mar, you will get 0.5 leave for the quarter.

Casual Leaves: Employee accumulates 1.5 specific days of leave every quarter on pro rata basis from DOJ.

Q 1: Jan to Mar: 1.5 leaves

Q 2: Apr to Jun: 1.5 leaves

Q 3: Jul to Sep: 1.5 leave

Q 4: Oct to Dec: 1.5 leave

Example: If you join in the month of Jan, you will get 1.5 leaves for the quarter If you join in the month of Feb, you will get 1 leave for the quarter If you join in the month of Mar, you will get 0.5 leave for the quarter.

Compensatory Off:

Example: If you work in office or from home for 1 or more days on weekend, then you are eligible for a compensatory off for the amount of days you have worked on a week-off, similarly If you have worked in office or from home on a holiday as per the holiday list, then you will be eligible for compensatory off against the holiday.