



WEBKORPS SERVICES INDIA PVT LTD

4th Floor, Winway World Offices, Vijay Nagar, Indore, Madhya Pradesh 452010

LEAVE & ATTENDANCE POLICY

These are the guidelines formulated by Webkorps Services India Pvt Ltd for the Leaves and attendance of all the employees of Webkorps which all employees must abide to. The purpose of the policy is to provide employees who work in India Location with basic facilities which will enable them to do their work comfortably and efficiently.

Leave Cycles	6 months of duration
1st Cycle	1 January to 30 June
2nd Cycle	1 July to 31 December
US Public Holidays	New Year 1 st Jan(Monday) 15th Jan – Martin Luther King Jr. Day(Monday) President Day- 19 th Feb(Monday) Memorial Day- 27 th May(Monday) Juneteenth – 19 th June(Wednesday) Independence Day – 4 th July(Thursday) Labor Day- 2 nd Sep(Monday) Columbus Day- 14 th Oct(Monday) Veterans Day- 11 th Nov(Monday) Thanksgiving Day- 28 th Nov(Thursday) Christmas Day- 25 th Dec(Wednesday)
Leaves	1 Leave per month pro-rata basis
6 Months policy	All leave in a particular cycle will expire with end of cycle.
Leave encashments	On 30 June and 31 December Salary

IMPORTANT POINTS:

- Above mentioned US Public holidays are only applicable to the employees who are involved with US projects that are billed i.e. billable employees. The number of holidays also depend upon which holidays their clients are providing, for example, if Juneteenth is not a holiday on client side then employee has to work that day but if they provide another holiday which is not listed above and that employee is not involved with any other task, he/she may take the day off and it will be considered as PTO.
- Employees in probation period/on the bench must follow Indian holiday calendar.
- Employees working in Night shift and involved with Day-shift projects should follow Night shift calendar only.
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- Employees working on multiple projects, that may or may not span multiple shifts, are required to consult with their TL, HR and Management before taking holiday or ELs when there's supposed to be workdays on one or all of their projects.
- In case of conflict of holidays on both projects, Management should be involved in the discussion over email thread/project group and any BOD's decision will be considered final on whether to take leave on the other project(s) or compensate the employee with one day's full pay.
- Billable night-shift employees have to inform their client, TL and HR before applying for their ELs in advance, Ideally 15 days before they are planning to take off.

WORK FROM HOME:

- Our work-from-home policy permits taking advantage of remote work for a maximum of two days per month, and this is only allowed in cases of emergency.
- Employees working on billable projects are requested to make sure the environment at home is good enough for WFH. Taking WFH and working on unstable internet or taking client calls from a noisy or meetings from a messy/ poorly lit room can prove detrimental for Project health, therefore it is not allowed.
- Employees on the bench are not entitled for this facility until and unless their TL deems it worthy for said employee to be working on a particular task rather than being on leave.

COMPENSATION TIME OFF (COMP-OFF):

- All regular employees of the company that are permanent are eligible for Compensatory offs, however, this policy is not applicable to Temporary employees, contractual employees, Trial cases and Probationary.
- If an employee works for two days, they will be mandated to take compensatory time off, without receiving any additional compensation.
- However, if an employee has more than two days of compensatory time off, the remaining days will be paid, with a compensation amount of 500/- per day.
- Compensation may be granted for the specified national holidays of August 15th, January 26th, and October 2nd if employees are obligated to work on these particular dates.
- The compensation for National holidays will be one day's pay per national holiday.
- All compensations will be credited to the employee's bank account on 20th of Next month as bonus pay.
- Individuals can avail of compensatory off only on the basis of its being pre-sanctioned by a Team Lead or Board of Directors.
- Not more than 4 days compensatory off can be availed at a time in a month.
- Paid leaves will be excluded from the computation of Compensation.
- If an employee does not avail of the Compensatory Off accumulation within one month, then all Compensatory off leaves accumulated during that month shall automatically lapse. No further compensation will be given to the concerned employee.
- Compensatory Off (Comp Off) can be approved upon receiving written confirmation from the employee's lead via email, with HR in CC, stating that the employee has worked a minimum of 8 hours on the specified date. Comp Off cannot be availed without the lead's written confirmation.
- Team Leads are advised to use their discretion and minimize instances of Compensatory off requirements, this is to enable employees to have rest every week from work.
- The Team Lead will also be held accountable in case records show that an employee who was expected to turn up on a holiday did not turn up for work.
- Compensatory Off can be sanctioned/ rejected depending on the work exigencies.
- All Compensatory off/or Leave applications must be made in a standard format with due notice.
- HR-Dept. should ensure the correctness of the Compensatory Record maintenance at all the times.
- In case of any dispute/or any point not touched/covered under any of the above rules, the discussion of the Matter-Unit Head will be the final.
- The above rules are subject to amendment or modification by the Management at its sole discretion at any time in future.

LEAVE ENCASHMENT

Will be paid for Basic pay(not gross or net pay)

i.e. **basic salary x leave not taken in cycle/working days**

For Example

Mr. X's Basic Salary is Rs. **25,000**.

He didn't take **4 leaves** in the 2nd Cycle of (July to December) for month with working days of 22 days.

Encash Leave for Mr. X = **25,000 X 4 / 22 = 4545**.

Mr. X's will be paid Rs. 4,545 along with December's salary.