

LEAVE POLICY @ TRUSTRACE

INDIA LEAVE POLICY

Effective Date: January 01, 2023



OBJECTIVE:

To establish a set of legally compliant rules that provides for reasonable leave requirements of employees.

ELIGIBILITY:

All employees, on confirmation of employment.

LEAVE ACCOUNTING YEAR:

The year of calculation of leave would be as per Calendar year – January 1st to December 31st.

TYPES OF LEAVE & DAYS:

- ❖ Leave - Unlimited
- ❖ Sick Leave – Unlimited
- ❖ LOP (Loss of Pay /Leave without Pay)
- ❖ Maternity & Paternity Leave – As per the Maternity Benefits Act & more details updated in parental break policy in Hi-bob.

LEAVE:

All absences must be discussed and reported in Hi-bob and communicated to the appropriate leads, BU heads, Manager, and stakeholders. It is required and mandatory to submit an absence request through Hi-Bob. Any absence decided the previous day for personal needs, family events and support, compassionate absence, Marriage Leave, Long Vacation etc. All fall under leave. Max limit of absence for a leave is up to 10 continuous working days only. Any absence extending more than 10 working days shall be considered as leave without pay or Loss of pay (LOP).

SICK LEAVE:

When employees are unwell, they can avail sick leave until they are fit to resume back to work. Such absence must be informed to the respective leads, BU heads or People Functions through an email or a phone call. Necessary medical documents are to be furnished if the leave is more than 3 days, for statutory purposes

LEAVE APPLICATIONS & THINGS TO DO (MANDATORY):

- ❖ Email Communication / Text messages (only) to Lead and BU Head in advance wherever applicable.
- ❖ Mandatory update of leave availed in Hi-bob. (For statutory requirement)
- ❖ Keep the leads informed on your action plans for the tasks / assignments during your absence.
- ❖ Post the Leave Plan in the Outlook calendar (according to the type of leave availed)
- ❖ Update Out of Office in MS Teams and Mail.



LOP (LOSS OF PAY /LEAVE WITHOUT PAY) - Absence from work duly applied by an Employee and agreed by the BU Head and People Functions Team, considering special circumstances whereunder Leave without pay is granted.