

IQ SOFTWARE SERVICES (P) LTD – LEAVE POLICY

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Introduction:

This is a summary of leave policy of IQ Software Services (P) Ltd. When using this Policy, please remember that while we have attempted to make it as comprehensive as possible, there might arise situations which are not dwelt upon and hence you might need to seek assistance from your supervisor or Human Resources ("HR"). IQ reserves the right to review and modify this policy periodically as per business requirements.

Scheduling:

- ❖ It is necessary that leave/s are scheduled in advance and in a manner that balances both the individual's conveniences and IQ's need for appropriate coverage on teams and projects.
- ❖ Employees on projects should avail leave/s with prior approval of their Project Manager/ Supervisor.
- ❖ All other employees should get approval from their supervisor, prior to availing a leave.
- ❖ If a scheduling conflict between employee needs and project needs arises, IQ may consider its requirement, the needs of the employees' teams, and other relevant factors such as the time period elapsed since an employee's last leave, the length of the prior leave and the role of the employee requesting a leave.
- ❖ Because it is not a certainty that all your leave requests will be granted, it is strongly recommended that you obtain approval for leave plans prior to making travel bookings.
- ❖ Out of courtesy to your co-workers, please notify your Supervisor immediately of any change in leave plans.
- ❖ Leave/s should be formally included in Project Estimates and Timelines.

Earned Leave:

Eligibility:

- ❖ Eligible for earned leave only after completion of one year service with the company and have minimum attendance of 200 days in a year.
- ❖ Earned Leave is calculated on yearly basis for the financial year (April – March)
- ❖ If you have joined during the middle of the year, your earned leave will be pro-rated from the date you start employment through March 31 of that financial year.

Entitlement:

- ❖ Every year Earned Leave accrues **15** days per year. Leave will be credited after completion of the previous financial year on 1st of April.
- ❖ During the probation period of 3 months, you are not entitled to Earned Leave, however after successful completion of your probation period; you will accrue earned leave from the date of your employment.
- ❖ If you are a Management Trainee, your probation period is 1 year. You may avail your Earned leaves after completing one year of service with the organization, at which point you will have accrued leave for **15 days**.
- ❖ Earned Leave is exclusive of official and weekly holidays. Hence if an employee takes leave during which time a declared holiday or weekend occurs, then those particular date(s) will not be counted as your Earned Leave.
- ❖ Earned leave cannot be clubbed with Casual Leave.

Accumulation/ Carry forward:

- ❖ You are urged to use your Earned Leave in the year it has accrued itself.
- ❖ However, if you are unable to use your accrued Earned Leave during the year, you may carry forward the same into the next financial year, subject to the maximum accrual level of 30 working days only.

- ❖ Normally no limit for availing earned leave. However the rules for availing earned leave is as specified above.

Leave in Excess of Entitlements:

This is normally not permitted. However, should there be a need, the employee must apply for the same with full details of the need / reason and the same will be decided on a case to case basis and may be treated as leave without pay, purely at the discretion of the Management. This shall require specific approval from the concerned Departmental Leader and HR. The Company may, notwithstanding reason advanced by employee, refuse leave in excess of entitlement in its absolute discretion.

Adjustment against notice period:

- ❖ Balance earned leaves cannot be adjusted against the notice period during termination of services.
- ❖ If required notice is not given by the employee, the management has the right to adjust the balance due in the credit of the employee.

Process:

- ❖ To avail earned leave, the employee is required to get his/her manager's approval.
- ❖ Earned leave must be recorded accurately in the time sheet as "Vacation".

Casual Leave:

Eligibility

- ❖ All regular, full- time employees at IQ are eligible for 6 days Casual Leave per year.
- ❖ Casual Leave is calculated annually for the financial year (April-March)
- ❖ If you have joined during the middle of the year, your casual leave will be pro-rated from the date you start employment through March 31 of that financial year.

Entitlement:

- ❖ Casual Leave shall be credited to the employees account at the beginning of the financial year. New employees are eligible to use Casual Leave immediately upon hire.
- ❖ Casual leave cannot be availed more than **3** days at a time.
- ❖ Casual Leave cannot be clubbed with Earned Leave.
- ❖ Casual Leave cannot be carried forward or encashed.

Process

- ❖ An employee can request for Casual Leave to attend to personal matters, which will be granted at the discretion of the Supervisor/HR.
- ❖ The employee is required to apply for Casual Leave in advance, unless in case of exigencies where he/she shall inform about his/her absence verbally and submit the leave approval request to the Supervisor immediately of resuming duty.
- ❖ Casual leave must be recorded accurately in the time sheet as “Time off with pay”.

Sick Leave:

Eligibility:

- ❖ All regular, full- time employees at IQ are eligible for Sick Leave of 7 days per year.
- ❖ Sick Leave is calculated annually for the financial year (April-March) and credited at the beginning of the year.
- ❖ If you have joined in the middle of the year, your Sick leave entitlement will not be pro-rated.
- ❖ Sick Leave cannot be clubbed with Earned Leave or Casual Leave.
- ❖ Sick leave is inclusive of weekly holidays.

Accumulation

- ❖ There is no accumulation or carry forward of Sick Leave.

Encashment

- ❖ Sick leave cannot be encashed or adjusted against notice pay at the time of separation.

Process

- ❖ Sick leave is to be taken in cases of injury/illness to the employee. An employee must intimate his/ her manager either over the phone or through e-mail regarding his absence due to sickness.
- ❖ Two or more days of Sick Leave will require a medical certificate from a qualified and registered medical practitioner. Notwithstanding such certificate, the company can in its sole discretion ask the employee to present himself/herself before the company appointed doctor for medical examination and in such situation the employee shall be eligible for paid sick leave only upon the company appointed doctor certifying the same.
- ❖ Exceptional cases of injury/illness of a serious nature will be viewed on a case to case basis. These however need to be communicated in writing, for getting the necessary approval from the Supervisor. Clubbing of sick leaves with the other leaves in such cases will be at the discretion of the Manager in consultation with HR.

- ❖ Sick leave must be recorded accurately in the time sheet as “Sick”.

Maternity Leave (ML):

Eligibility

- ❖ All women employees will be entitled to maternity. Maternity leave is a statutory leave benefits as per the provisions of the Maternity Benefit Act, 1961 and the prevailing State rules.
- ❖ Married and expecting women employees are eligible to avail maternity leave.
- ❖ Women employees who have completed a minimum of 90 days of continuous service with the company are eligible for maternity leave
- ❖ If you are on probation, you are entitled to avail maternity leave, provided the above condition is fulfilled.

Entitlement

- ❖ Maternity leave is restricted to two live births only.
- ❖ Women employees who have worked for a minimum period of 90 days in the twelve months prior to the delivery shall be entitled to Maternity Leave of up to
 - 12 weeks in case of delivery
 - 6 weeks in case of miscarriage, from the date of miscarriage
- ❖ Maternity Leave shall be extended by a maximum period of 1 month, in exceptional cases if the employee produces a certificate from a Qualified Medical Practitioner the necessity for such extension.
- ❖ All leave/s beyond the statutory limit of 12 weeks will be charged to Earned Leave.
- ❖ Maternity Leave may be clubbed with Sick Leave.

Process

- ❖ The employee should give at least one month's notice prior to the date of Commencement of leave.
- ❖ Maternity leave must be recorded accurately in the time sheet as "Leave of Absence"
- ❖ If you are proceeding on leave beyond the stipulated time, you need to get special approval.

Paternity Leave:

- ❖ Paternity Leave is designed to help the male employee take time off from work during the prenatal/ postnatal stage of his child.
- ❖ All permanent male employees shall be entitled to Paternity Leave up to 7 working days.
- ❖ No credit/accumulation/encashment of this leave is permissible.
- ❖ The male employee shall submit the application at least one month in advance, along with a certificate from the doctor specifying the expected date of delivery, to his Supervisor with a copy to the HR Department.
- ❖ Paternity Leave must be accurately recorded in the Time sheet as “Leave of Absence”

Personal Leave of Absence:

- ❖ IQ may allow personal leave of absence up to six months for unique or extraordinary reasons that do not fit within the other types of leave offered.
- ❖ Any employee requesting personal leave of absence must make a written request with his or her Supervisor/HR.
- ❖ A personal leave of absence is granted at the sole discretion of the organization and IQ reserves the right to refuse requests for personal leave. The decision to grant a personal leave will be based on the business needs of IQ, the person's tenure with IQ, the person's recent performance/contributions, and the reason for the requested leave.
- ❖ A leave of absence will NOT be granted to an employee to start his/her own business, seek employment elsewhere, or to work for another employer (a possible exception is for part-time, voluntary, honorary work for an entity/body organized as a non-profit with prior permission from the company).
- ❖ For more information about the process for requesting a leave of absence and the effects of the leave on your benefits and options, please speak to the HR at IQ Software.

Bereavement Leave:

It is IQ policy to grant paid time off from work to employees for the death of a close relative. Employees are eligible for up to three (3) days leave, if necessary, in the event of the death of an immediate family member (defined as parents, grandparents, siblings, spouse, children and in-laws). IQ requests that you notify your Supervisor/ HR team, as early as possible, of an intention to take bereavement leave.

Paid Holidays:

Three (3) National holidays and ten (10) festive holidays shall be announced before the beginning of each financial year. The list of proposed public holidays for 2009 is attached in the annexure.

Annexure – Festive Holiday Schedule for 2009

SL NO	Date	Day	Name of Holiday
1	14-Jan-09	Wednesday	Makara Sankaranthi
2	26-Jan-09	Monday	Republic Day
3	27-Mar-09	Friday	Ugadi
4	10-Apr-09	Friday	Good Friday
5	1-May-09	Friday	May Day
6	15-Aug-09	Saturday	Independence Day
7	23-Aug-09	Sunday	Ganesh Chaturthi
8	27-Sep-09	Sunday	Ayudha Pooja
9	28-Sep-09	Monday	Vijayadasami
10	2-Oct-09	Friday	Gandhi Jayanti
11	19-Oct-09	Monday	Deepavali (Diwali)
12	1-Nov-09	Sunday	Kannada Rajyotsava
13	25-Dec-09	Friday	Christmas

Frequently Asked Questions:

Q. What if I need a Casual Leave in an emergency and have already exhausted my quota. Can I take an EL/Sick Leave instead?

A. While you can take EL, taking Sick Leave other than reasons of health is not permitted.

Q. If I have been working on Saturday/Sunday due to business exigencies, can I be given a compensatory off?

A. There are no provisions for compensatory offs of any kind as the Company discourages working on Saturdays and Sundays and wants all its employees to plan work more efficiently.

Q. Can I combine my entire EL/Sick leave (till date) with my Maternity Leave or is there a ceiling to it?

A. While you can combine EL (unutilized) and SL with maternity leaves, such leave plans should necessarily be discussed with the supervisor, since long leave will have impact on the functioning of the department.

Q. Many times, staff in critical work areas or stage posting cannot use the Public/Festival holidays. Can these be converted into Earned Leave?

A. No. But the employee can take paid time off on some other day with the supervisor's concurrence.

Q. If I need to take leave for Exams, what kind of Leave can I utilize?

A. There are no provisions of study leave. You can apply for EL in such a situation. However, if you are attending company sponsored/approved course/exams you may be allowed extended leave – with or without pay subject to sole discretion of HR and your Supervisor.

Q. Will the Company provides any waiver on Leaves during the Marriage?

A. No. A person is entitled to enjoy his/her due leaves whether casual or earned leave as per his requirement with prior sanction.