

IQ SOFTWARE SERVICES (P) LTD – LEAVE POLICY**Table of Contents**

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	Name	Signature	Date
Prepared by	Rajitha S Shetty		20 March 2014
Approved by	Rajesh Kelappan		26 March 2014

Introduction:

This policy is effective from 01 April 2014 and applicable to all employees. 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"). IQSS reserves the right to review and modify this policy periodically as per business requirements.

Scheduling:

- It is necessary that leave/s are planned in advance and in a manner that balances both the individual's conveniences and IQSS'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 arise, IQSS may request the employee to reschedule the 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.
- Please notify your Supervisor immediately of any change in leave plans.
- Leave/s should be formally included in Project Estimates and Timelines.

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Paid Leave:

The Company provides only one type of leave, i.e. Paid leave.

You shall be eligible for 15 working days of leave annually during **probation term**. This shall be credited on a quarterly basis as per the table below:

Year/Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by fiscal year quarter definition. This will be applicable for the contract employees also.

Illustration:

If an employee joins the Company in quarter two of the fiscal year 2014-15, the quarter two of the fiscal year 2014-15 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rated basis in the first quarter of your employment.

Post **confirmation**, you shall be eligible for 24 working days of leave annually. The same shall be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	6	6	6	6	24

Further details will be provided to you at the time of joining.

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General Rules:

An employee shall apply in writing to his/her reporting Manager & HR not less than seven days before the date on which he wishes to proceed on leave. The employee shall furnish his leave address and contact details in the leave application. In exceptional cases like illness, the reporting manager has the authority to waive this notice.

If the employee, after proceeding on leave, desires his leave to be extended he/she shall apply in writing to the Head of the Department/CEO before the expiry of the leave originally granted to him/her.

The Head of the Department shall send a written reply either granting or refusing extension of leave to the employee.

Accumulation/ Carry forward/encashment:

- You are encouraged to use your Paid Leave in the year it has accrued.
- However, if you are unable to use your Paid Leave during the year, you may carry forward the same into the next financial year, subject to the maximum of 24 days only.
- Any additional leaves must be en-cashed before 31 March of the particular fiscal year, otherwise it will lapse.
- Basic component of your salary will be considered for calculation of leave encashment.

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Illustration:

Fiscal Year	As on	Leave	Total Leave	Encashment allowed
2013-14	31 Mar'14	10	10	Nil
2014-15	1 April'14	24	34	Nil
2015-16	31 Mar'15	34	24	10
2015-16	1 April'15	24	48	Nil

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 Department Head/CEO and HR. The Company may, notwithstanding reason advanced by employee, refuse leave in excess of entitlement in its absolute discretion.

Adjustment against notice period:

- Paid leave cannot be adjusted against the notice period during cessation of services.
- If the employee does not give the required notice, the management has the right to adjust the balance leave in the credit of the employee.

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My Day Leave:

- My Day is a special one-day paid holiday, which can be availed on special occasions like birthday, marriage anniversary, etc. This requires prior intimation to the reporting Manager and HR.
- This leave cannot avail for any other purpose and cannot be clubbed with other leave.

Compensatory off:

- If the employee has worked on a public holiday/non-working days due to client request will be allowed compensatory off with prior approval of reporting manager and HR.

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Maternity Leave (ML):**Eligibility**

- Women employees who have completed a minimum of 80 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 80 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
- All leave/s beyond the statutory limit of 12 weeks will be charged to Paid Leave or unpaid leave as the case maybe.

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 "Maternity Leave"

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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 3 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 reporting Manager a copy to the HR Department.
- Paternity Leave must be accurately recorded in the Time sheet as “Paternity Leave”

National and Festival Holidays:

- Ten (10) National/Mandatory holidays and (2) optional holidays shall be announced before the beginning of each financial year.
- No credit/accumulation/encashment of this leave is permissible. It is purely a holiday.

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