

Attendance and Leave Policy

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1. Introduction

1.1 Objective

SG Analytics Pvt. Ltd. (SGA) recognizes its obligation towards the employees who may require absence from normal or usual work hours / days. These circumstances, as identified below, may require management discretion in granting or extending certain types of leave.

The objectives of this attendance and leave policy are to inform employees regarding the current protocol on the types of leave and their eligibility, administration and accounting of leave, guidelines for applicants, granting authorities and administration authorities. The leave rules are subject to change from time to time, in accordance with the organization's business objectives.

1.2 Scope

This policy is applicable to full-time employees based out of Pune location.

1.3 Glossary of Terms

Terms	Description
APL	All Purpose Leave
AVP	Associate Vice President
BUH	Business Unit Head
CO	Compensatory Off
DH	Department Head
Dy. MR	Deputy Management Representative
F&F	Full and Final
HD	Half Day
HR	Human Resource
LWP	Leave without Pay
ML	Maternity Leave
NCNS	No Call No Show
PL	Paid Leave / Privilege Leave
PO	Process Off
SL	Sick Leave
WFH	Work from Home

2. Responsibility

The HR department shall be responsible for verifying the effectiveness of the policy and its revision whenever required.

3. Guidelines

3.1 Attendance

1. Employees have to maintain an average of 9 hours per day in a salary cycle period
2. A working day is considered a full day if an employee works for more than 7 hours

3. To avail a half-day leave, the employee is required to work for a minimum period of 4.5 hours and should intimate the immediate supervisor or the skip-level manager

3.2 Special shift allowances

1. Employees working full US shift (6.00 PM to 3.00 AM) will be paid an allowance of 300 INR in addition to their regular salary for each day actually worked in this shift
2. Employees working late shift (ending at around 12.00 AM) will be paid an allowance of 150 INR in addition to their regular salary for each day actually worked in this shift

3.3 All Purpose Leave

1. SGA follows the APL system. APL is inclusive of PL, SL, casual leaves and approved PO
2. Employees are entitled to 21 days PL in a calendar year. The leave cycle year runs from 1st January to 31st December
3. An employee will accrue 1.75 days of PL for every completed month. The accrued PL will be credited in the leave account of the employees at the end of the salary cycle

Example: 1.75 days of monthly PL earned for the month of Feb will be credited into the account on 23rd Feb

4. SGA discourages employees from taking leaves during the first three months after joining. If an employee has to take a leave during this period, it will be treated as LWP. However, this is treated on a case-by-case basis
5. APL will be calculated on a pro-rated basis depending on date of joining for new employees and date of exit for departing employees
6. If an employee takes LWP, the monthly accrued PL of 1.75 days will be calculated on a pro-rated basis

Example: In case employee has 6 LWP in the month of January, so the total number of working days will be 24 days and the employee will accrue 1.40 days instead of 1.75 days

Calculation: 1 month will be considered as 30days, so the calculation for 24 days is $(24 \times 1.75) / 30$

7. An approved leave in excess of the leave balance in a calendar year will be treated as LWP. Such leave may be allowed only at the discretion of the management and would require specific prior approval of the concerned supervisor or the skip-level manager
8. For the subsequent calendar year, an employee is allowed to carry forward only 12 days of leave per year
9. The leave balance will **not** be rounded off

Example: if an employee has a leave balance of 5.25 days, he / she will be eligible to take a leave of 5 days and the remaining 0.25 will be carried forward. An employee cannot avail a leave for 5.5 days by rounding off

10. In case, the SL is more than 3 days, the concerned employee is required to submit medical documents such as medical certificate, reports and medical prescriptions to HR team
11. An employee needs to intimate the reporting manager for any leave as per the below mentioned grid

Type of leave	Intimation criteria
Any planned long leave (over one week)	4 weeks prior intimation
Any planned leave up to a maximum of two days	2 days prior intimation
HD leave	2 hours before the shift time
SL	2 hours before the shift time
Emergency leave	Before the shift starts

3.4 Process Off under APL

In the event, that certain department or unit is away from normal working days due to National or Public holiday of a particular country for which they are rendering services; a BUH has authority to declare it as a PO.

1. BUH shall send an email to the HR and Finance Department a week in advance. The email should comprise the reason for PO and the team members who will avail the leave
2. PO would be adjusted against the APL or CO and will not be considered as a separate leave

3.5 Maternity Leave

Female employees, who have completed a period of at least 80 days during the 12 months immediately preceding the date of her expected delivery, are entitled to avail ML as mentioned below:

1. For a period of 26 weeks (182 days), inclusive of post-natal leave of not less than 18 weeks duration, for the birth of the first and second child, or a period of 12 weeks (84 days), inclusive of a post-natal leave of not less than six weeks, for the birth of every additional child
2. For a period of six weeks, following the day of miscarriage on submission of required medical documents
3. In case of surrogacy, for a period of six weeks from the date is handed over to the commissioning mother
4. In case of adoption, for a period of six weeks from the date is handed over to the adopting mother
5. For a maximum period of one month, in addition to the period of leave allowed under subsections 1, 2 and 3 mentioned above, for an illness certified by a registered medical practitioner, arising out of pregnancy, delivery, and premature birth of child or miscarriage
6. It is the employee's responsibility to inform their immediate supervisor and the HR department about their "ML Schedule" at least 30 days in advance
7. ML will be forfeited if an employee accepts employment with some other organisation during the leave period

3.6 Paternity Leave

Male employees, who have completed a minimum of six months tenure, are entitled to avail a fully paid paternity leave as mentioned below:

1. For a total period of one week (five business days)

2. For two days, following the day of miscarriage
3. The employee can choose to take paternity leave from the date of baby's birth or later as long as leave is taken within six (6) months of the birth

3.7 National and Public Holidays

1. Public holidays are fixed as per the list provided by HR at the start of every calendar year
2. Employees are entitled to 10 National and Public holidays in a calendar year

3.8 Compensatory Off

1. Employees required to work on a weekend are eligible for a CO in lieu of working on this day, provided it is initiated and approved by BUH / DH and the employee is not a senior manager or above
2. Employees working on a National / Public holiday as communicated by SGA, will receive one additional day of pay at the amount of his / her average daily wage, provided it is initiated and approved by BUH / DH and the employee is not a senior manager or above. No CO can be availed in lieu of working on these days
3. Employees working on 26th January, 15th August, 1st May and 2nd October will be eligible for 1 CO and will receive one additional day of pay at the amount of his / her average daily wage in lieu of working on each of these days. Employees will have to take prior approval from HR Head and BUH / DH in case they plan to work on any of these days
4. Also Diwali / Eid / Christmas will be treated as per subsection 3 mentioned above, based on an employee's faith / religion
5. Working hours to the full length of the shift (nine hours) is essential while working on National / Public holidays to avail CO
6. CO will be considered only if an employee documents it on email, along with approval of the BUH
7. Any CO generated must be utilized within 45 days
8. Unused CO cannot be encashed
9. In case of employees not being able to utilize their acquired COs due to a foreseeable and continued business requirement, employees are eligible to be paid an amount of their daily average wage in lieu of each CO acquired as per section 3.6.1 and 3.6.2. This needs to be initiated and justified by the BUH and approved by the HR Head

3.9 Leave Transfer

1. Employee may donate annual leave directly to another employee in case of any medical exigencies and who has exhausted his or her available paid leave
2. A medical emergency will be considered as an acute injury or illness that poses an immediate risk to a person's life or long-term health
3. Multiple employees can donate their existing leaves from the leave balance to assist their fellow employee

4. Each employee can donate minimum of 1 day to maximum of 5 days to their fellow employee
5. Employee availing the benefit can receive a maximum of 15 days leaves from fellow employees
6. Leave transfer provision will not include Maternity and Paternity cases
7. It is necessary for the employee who is availing the leaves to furnish the medical documents to HR team before availing this option. The approval shall be granted depending on the severity of the case. HR Head is the approving authority for Leave Transfer option
8. Transfer of leave /s shall be managed via SGA Easy. Emails will not be considered to ensure the leave balance are updated accurately

3.10 Special Day Leave

1. Employee can avail half day leave on their birthday as per HR records, provided they work on that date. This leave cannot be utilised on another day or carried forward or considered as CO
2. Such leave will be exclusive of APL

3.11 Unplanned Leave

Any unplanned leave or LWP on a Friday and a Monday will lead to loss of pay for four days instead of two days.

3.12 Employee Serving Notice Period

During the notice period, employees are not entitled to take any leave. Leaves are granted only in case of emergency, which would require prior approval of the BUH. Leaves can be adjusted against notice period in case the employee has leave balance, however based on mutual agreement between employee and BUH / approving authority. Any unused leave will be encashed while calculating the F&F on the employee's basic salary.

4. Leave Application Guideline

1. An employee shall register a leave application online via SGA intranet portal "SGA EASy"
2. The list of holidays is available on SGA EASy
3. In case of emergency, a text message (SMS) via the cell-phone can be considered as an official mode of communication. The text message needs to be sent to respective supervisor and / or relevant stakeholder/s

5. Violation of Leave Policy

Any unscheduled off (leave taken without prior approval) or failing to intimate the approving authority, which includes the supervisor and / or relevant stakeholder in advance, would result in a penalty i.e. the leave would be marked as "LWP". If it is found to be a frequent occurrence, then the employee is liable for action, which might also lead to the termination of employment.

6. Additional Leave Guidelines for the Primary Research Unit and TRSL

6.1 Purpose

SGA sincerely appreciates the employee's operational involvement and may reward for their commitment and sincerity as well. SGA have revised the existing policy for the Market Research department, in order to streamline the process so that strict action will be taken against employees who would not adhere to the set protocols, as it impacts the overall productivity and work ethics.

6.2 Incentive for No Leave

Employees with no leave in a month will receive Sodexo coupons worth INR 500.

6.3 No Call No Show

If the employee does not intimate the immediate supervisor or the skip level manager about his / her leave, such a leave would be considered as NCNS. It is the employee's responsibility to inform the supervisor at least two hours before the shift time. In case, the employee informs the supervisor after his / her shift time, it would still be considered as NCNS.

NCNS instances will be tracked and maintained by supervisors for a six months cycle (October to March and April to September). The supervisors shall share the tracker with the HR and Finance departments.

Any non-compliance will lead to below-mentioned consequences.

First instance	Final warning letter and deduction of two days salary
Second instance	Employee will be referred to the HR department, which might also lead to the termination of employment

6.4 Unapproved Leave

If a supervisor does not approve a leave and the employee does not report to work, the leave will be considered as an unapproved leave and will be marked as LWP. Even if the employee has a leave balance, it will be marked as LWP, as it is unapproved. It is the employee's responsibility to get prior approval from the supervisor to avail a leave.

Any planned long leave (more than one week)	Four weeks prior intimation
Any planned leave up to a maximum of two days	Two days prior intimation
SL	Two hours before the shift time

Unapproved leave instances will be tracked and maintained by supervisors for six months cycle (October to March and April to September). Supervisors shall share the tracker with the HR and Finance departments.

Any non-compliance will lead to below-mentioned consequences.

First instance	<ul style="list-style-type: none"> It will be considered as LWP (regardless of the available leave balance) The HR department will issue the first warning letter
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Second instance	<ul style="list-style-type: none">▪ It will be considered as LWP (regardless of the available leave balance)▪ The HR department will issue the second warning letter▪ Additional deduction of one day salary or from the leave balance
Third instance	<ul style="list-style-type: none">▪ It will be considered as LWP (regardless of available leave balance)▪ The HR department will issue the third warning letter▪ Additional deduction of one day salary or from the leave balance▪ 50% deduction from the variable component (paid half yearly)
Fourth instance	<ul style="list-style-type: none">▪ The employee will be referred to the HR department, which might also lead to the termination of employment