



## US TIME OFF POLICY

Full time associates are eligible for accrual of paid vacation time. Paid vacation time may be used in increments of either a half-day (4 hours) or whole-day (8 hours).

Associates accrue vacation time as follows:

Level	Days per Year	Days per Month
Up to Assistant Manager	10	.833
Manager	12	1.00
Senior Manager - Director	15	1.25
AVP -Above	20	1.66

Vacation is accrued on a monthly basis. Associates joining US payroll on or before the 15th are eligible for an accrual credit for the current month. Associates joining US payroll after the 15th are not eligible for the current month's accrual.

Vacation time is accrued while an associate is in active employee status. Associates are not eligible to accrue vacation while on paid disability leave. Accrual of vacation will freeze when an associate goes on unpaid leave including but not limited to paid disability, FMLA, Military Leave, Sabbatical and/or any other unpaid leave of absence. Upon return to an active work schedule, accrual will resume following the above criteria.

If required, an associate may borrow against future unearned paid vacation time for the same calendar year to be used prior to the accrual of available time in the current year. An associate may only borrow future unearned paid time with the approval of his/her supervisor or direct manager, and upon signing written authorization. For an associate who is granted an advance on paid vacation time and who subsequently does not remain on Cognizant's payroll long enough to recover borrowed leave, Cognizant will withhold any advanced and subsequently unearned paid vacation time off from such associate's last pay, pursuant to the terms of their authorization form and as permitted by applicable law.

### Unused Paid Vacation Time

Associates may carry forward unused accrued vacation time up to a maximum of 10 days to the next calendar year. For example:

If an associate accrues 10 working days of paid vacation time off in Year 1 and carries the unused accrued time to Year 2, during Year 2, the associate will need to use the 10 days of Year 1 paid vacation time. Otherwise the paid vacation time that the associate accrued in Year 1 but carried over to Year 2 will lapse at the end of Year 2. The associate will also accrue up to 10 additional days of paid vacation time during Year 2, which can be taken over the course of the year or carried over to the next year.

In any state where the forfeiture of accrued unused vacation time is not allowed by law, associates will have continuing vacation accrual capped and will not accrue new vacation time until their vacation balance is below 160 hours.

Upon termination off of Cognizant's US payroll (including termination from the company and/or transfer to an alternative Cognizant location) unused accrued vacation time will be paid out to the associate with the associate's final paycheck. Unused vacation will not be paid out to those terminated for misconduct including breach of ethics policy and/or theft of services.

Associates who have accrued vacation time or any other paid time with an alternative Cognizant company, (E.g. Cognizant India Limited) cannot use such accrued time while they are working for Cognizant US Corporation. Associates should refer to the respective Cognizant company policy for further information.

**2011 US HOLIDAY SCHEDULE†**

<b>HOLIDAY</b>	<b>DATE</b>	<b>DAY OF THE WEEK</b>
President's Day	February 21	Monday
Cognizant Office Closure	May 27	Friday
Memorial Day	May 30	Monday
Cognizant Office Closure	July 1	Friday
Independence Day	July 4	Monday
Labor Day	September 5	Monday
Thanksgiving Day	November 24	Thursday
Cognizant Office Closure	November 25	Friday
Observance of the Christmas Day holiday (December 25 <sup>th</sup> )	December 26	Monday

†Associates working at a client site location will continue to observe their client location holiday calendar.