# Leave Policy
## Version – 10.0

## Revision History

| Version | Date | Author | Major Changes |
|---|---|---|---|
| 1.0 | 02/01/2017 | Snehal Shah | Initial Version |
| 2.0 | 01/01/2018 | Kruti Shah | Minor Change |
| 3.0 | 31/01/2019 | Kruti Shah | • Enhance the format of the document.<br>• Added procedure for various leave request.<br>• Work from home policy |
| 4.0 | 30/04/2019 | Kruti Shah | Comp Off Encasement Policy Reference added |
| 5.0 | 15/12/2019 | Kruti Shah | Floating Holiday Policy – Usage and Encasement |
| 6.0 | 08/03/2021 | Kruti Shah | • Work from Home Policy<br>• Leaves After Resignation |
| 7.0 | 13/07/2021 | Kruti Shah | Change in total number of Annual Leaves |
| 8.0 | 01/01/2022 | Kruti Shah | Minor Changes (Removed Floating Holiday) |
| 9.0 | 01/01/2023 | Kruti Shah | Change in total number of leaves |
| 10.0 | 01/01/2024 | Kruti Shah | Floating Holiday Policy – Usage and Encasement |

# Contents

# Leave Policy (Effective from: 01/01/2024)

## 1. Objective:

1.1     Techforce Infotech Pvt. Ltd. believes that employees should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Company encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.

1.2     The policy outlines, the applicability, rules, and procedures about consumption and approval of leave.

## 2. Applicability:

2.1     This policy is only applicable for all permanent (Full time) employees of Techforce Infotech Pvt. Ltd.

2.2     This policy is also applicable to all the contractors who are not employee but works with similar manner and get similar benefits like employee. The term "Permanent Employee" or "Employee" in this document is also applicable to the Employee like contractors.

## 3. Annual Leaves:

3.1     Permanent employees are eligible for an annual leave as below:

**0-2 years - 12 Annual Leaves**
**2+ years – 18 Annual Leaves**

Note: Here years calculation will be done based on Employees' spent years with Techforce.

3.2     Employees can use their annual leave only after confirmation in the services of the Company (subject to deviations mentioned, here in the policy document)

3.3     All employees are entitled to Annual leave from their DOJ on a prorate basis. (1 day for each completed month). This can be taken after their confirmation in service. Leaves taken during probationary period will be considered as Leave without pay (LWP). Any deviation should have approval of concerned Head of Department and HR Head.

3.4     Leave calendar for Annual leave will be from January to December

3.5     On Employment confirmation, leave computed at the rate of 1 day per month of employment will be credited to the leave account of an employee for that Calendar Year.

3.6     Only working days to be taken as leave days. Thus, even if a weekly off or holiday is prefixed and suffixed with leave, the weekly off shall not be counted as leave day. Thus, if one takes leave from Tuesday through to Friday with the Wednesday and Thursday in between being holidays, the number of leaves consumed shall be only two while the employee would be away from work for four days.

3.7     Annual leaves should preferably, be planned at the beginning of the calendar year.

3.8     Maximum of 8 annual leaves will carry forward for the next year.

# 4. Compensatory Leave / Off:

4.1     Employees may be required to work on public holidays and / or during weekly off days. If such work is officially mandated in writing by either the Supervisor/HOD of the employee, then the employee may be compensated with compensatory leave for those days

4.2     Comp off leaves will be expired after six months from the date of working against compensatory off days.
For Comp off leave application process, Refer section 12.5.

4.3     Comp Off encasement policy – Please refer the company policy document "Compensatory Off Policy_ 2024."

# 5. Floating Holiday:

5.1     Employee can select a day from the published "Floating Holiday List" to take a holiday under floating holiday.

5.2     Employee must apply a leave on HR portal for any such holidays.
Only approved leaves will be considered as holiday.

5.3     Employee should select "Floating Holiday" while applying a leave.

# 6. Work from Home Policy:

6.1    Employee can opt for "Work from Home" facility with the prior approval of Team leader for valid reason/ situation.

6.2    This 'work from Home' day will be considered as full day working for employee. If Team Lead will not be satisfied by Employee's work for that day, they can Reject such leaves and Employee will have to apply half day/ Full day leave against that.

6.3    Top Tracker must be ON all the time while doing Work from Home. For any reason, if Tracker is not working, an email approval is needed from PL to sanction a working day for that day. Need to copy HR for the same.

6.4    Everyday tracker should showcase Minimum 8 hours. Any day less than 7.5 hours will be considered as Half Day. If the hours are less than 4 hours, it will be considered as leave without pay.

6.5    Every week total working hours should be minimum 40 hours. Anything less than that will be considered as Leave without pay for missing hours (1 to 4 hours half day, more than 8 hours - leave for a full day)

6.6    No Social Media photos should be there in the images. If we found that, it will be considered as Half Day. No excuses accepted. Social Media consists of Facebook, WhatsApp Web, Twitter, News Sites, Cricket Watching, E-Commerce Sites and similar things.

6.7    Employee must need to have a Broadband connection at their home.

6.8    Missing Scheduled Calls: If Employee is not attending daily calls, stand-up for more than 2 times in a month during WFH, all those days will be considered as Half Day. PL can report to HR for the same.

6.9    NO WFH During Notice Period:

- o    Once the employee is on Notice Period, they will not be able to opt for Work  from Home facility.
- o    Employee will have to do Work from Office regularly.
- o    If Employee will do work from home by their choice, that day will be considered as "Leave without Pay".
- o    For personal medical reason, it is better that you opt for Leave (LOP). In case you need to do work from home, please get a letter from medical practitioner for the same. Final decision will be taken by PM/ TL to consider that day as working day.

# 7. Leave without pay:

7.1     Leave without pay must be applied under exceptional circumstances. An employee can apply for leave without pay only when there is no leave remaining to the employee's credit. All such leaves must be sanctioned by the concerned Head or equivalent authority in agreement with the Head HR.

7.2     Leave without pay for an employee is authorized based on exceptional circumstances and attentive to the business impact.

7.3     No components of the employee's salary and/or benefits are paid during this period, and the associate is not granted any benefit linked to attendance during the duration of the unpaid leave.

# 8. Maternity/Paternity Leave:

8.1     Married Female employee will be entitled for 12 weeks of PAID leave for maternity.

8.2     For Maternity Leave, Female Employee must inform before 2 months about how she wants to adjust her 12 weeks of PAID leave. So, any adjustment can be planned by company accordingly.

8.3     After taking a benefit of Maternity leave, employee will not be able to get separated from company for next 6 months. In case one wants to do it, one must pay FULL PAY for those 12 weeks back to company.

8.4     Maternity leave shall be granted to Married Female Employee for maximum of two children.

8.5     Paternity leave must be availed by the Married Male Employee from the Date of his wife has delivered a baby. A maximum of 3 Paid Leave is granted for two children.

# 9. Work Hour Policy:

9.1     Company normal working hours are 9:30 AM IST to 6:30 PM IST. This may change depending upon project needs. Every team / project leader/ manager is allowed to define project specific working hours.
Total working hours should be 8 hours despite any project without any breaks.

9.2     Employees are allowed to take a total of 1-hour break in day. This can be divided into 30 mins of lunch break and 15 mins of two breaks for Teatime.

9.3     Lunch Time is from 12:30 PM to 2:30 PM but employees are allowed to adjust their 30 minutes of break as per their convenience.

9.4     Employees are allowed to take breaks without permission for 15 minutes. If it   is beyond that time, it must take verbal approval from the project leader or senior team member.

9.5     Half Day
- o   Employee must spend minimum of 4 hours in office to consider as Half day. Any hours less than 4 hours will be considered as Full day leave.
- o   HR portal and Bio Time machine are in synchronization and will calculate the hours and salary automatically.

9.6     Full Day
- o   Employee must spend minimum of 7.5 hours in office to consider as Full day with prior permission of reporting head. Ideally it must be 8 hours every day but for some personal reason, it is allowed for few days in a month but not on frequent basis.
- o   If hours are between 4 to 6 Hours, it will be considered as half day.
- o   HR portal and Bio Time machine is in synchronization and will calculate the hours and salary automatically.

9.7     Project Leader/Manager will take a final decision of half day or full day for a Particular Employee. They have authority to override his subordinates.

9.8     Same work hour rules will be applicable if you are working for compensatory off Day as well.

9.9     Employee can see their actual work hours from the HR portal.

# 10. Responsibility of the Employee and general rules:

10.1    If an employee remains absent without approved leave or overstays without approval from the sanctioning authority for a period of seven (7) consecutive days or more, disciplinary action including termination from service, may be initiated against the employee by the Company. His/her salary shall be put on hold till he/she returns and informs the reason of such absence in a satisfactory way to supervisor/HR.

10.2    All leaves should be taken with prior approval. In case, a sick leave must be taken in an emergency, the employee must make best efforts to communicate his/her immediate supervisor Head on the first day of such leave.

10.3    Employees are required to apply well in advance for approval of long annual leave.

10.4    Employees must keep his/her Supervisor/HOD informed in case of any extension of leave. An act of proceeding on leave without approval in writing will be treated as an act of misconduct and the employee will be liable to Disciplinary action, if deemed necessary.

10.5    In cases of approved leave without pay on medical grounds, the employee must provide all the relevant medical documents to HR within 7 days from the start of such leave.

10.6    There will not be any leave benefits when employee is under Probation period on joining.

10.7    There will not be any leave benefits when employee is under Notice period after resigning.

10.8    No monetary compensation will be provided for the lapsed leaves.

10.9    Employees should use the leaves in well planned manner. Employees are discouraged to use more than 50% of the entitled leaves alone in last two Calendar months. E.g., your leave balance at the beginning of the year is 20 days. You should not use 10 or more leaves alone in November and/or December. This might have negative impact of company's Employee strength and can affect the performance to the client.

# 11. Leaves After Resignation:

11.1    After putting resignation, Employee's all remaining leaves (i.e., Comp Off, Annual, Beneficiary, Floating leaves) will get lapsed.

11.2    For any reason if employee need a leave, it will be considered as LOP (Loss of Pay)

11.3    If an employee is taking any leave after resignation, it will increase the days in Notice period.

# 12. HR Portal Usage

12.1    **For Planned Leave:**

Apply the leave well in advance on HR portal and follow up with concern Team Leader /Reporting manager to get leave approved.

For more than 4 days planned leaves, get it approved at least before 15 working days by the team leader.

12.2    **For Un Planned Leave:**

Inform the team leader by calling them, in any emergency /unplanned leave. Also inform Team on team's chat group about unplanned leave.

Apply the leave on HR portal once you resume the work after leave and follow up with concern Team Leader /Approver to get leave approved.

Note: "Not applied" leaves will be considered as Loss of Pay although one will have balance leave in their account.

### 12.3   For Long Medical Leave (Planned):

For planned medical leave apply your leave through HR portal keeping HR in CC and follow up with concern Team Leader /Approver to get leave approved.

Provide the medical certificate if medical leaves taken for more than 7 consecutive days.

### 12.4   For Long Medical Leave (Unplanned):

For uncertain medical reason, Inform the Team Leader on phone and if possible, apply your leave through email to team leader and CC to HR.

Apply the leave on HR portal once you resume the work after leave and follow up with concern Team Leader /Approver to get leave approved.

Provide the medical certificate if medical leaves taken for more than 7 consecutive days

### 12.5   Compensatory Leave:

While working on week off or on Holidays with your Team Leader's consent, you are eligible to get a Comp off leave. To apply a grant of such leave, apply it on HR portal. After approval one will get comp off leave balance in their account.

### 12.6   Cancelation of Leaves:

If you have already applied a leave and it is approved by your TL, and later If you need to cancel that approved leave, can apply leave cancellation from GreytHR portal

**\*\* Please refer to HR portal site to understand all leave(s) related process:**

Employee Self Service Portal - Leave Activities