LMS FAQ

1. What are the various leaves that I can avail through the system?

The various leaves that you can avail through the system are:

- ➢ Annual Leaves (AL)
- ➢ My leave (MYL)
- ➢ Restricted Holiday (RH)
- ➢ Maternity Leave (ML)
- ➢ Paternity Leave (PTY)
- ➢ Transfer Leaves (TL)
- ➢ Adoption Leaves (ADL)
- ➢ Leave without pay (LWP)

These leaves are applicable to all regular employees.

2. How does my Annual leave accrual take place in the system?

20 Annual leaves are accrued for all regular existing employees at the beginning of the year. Out of which a maximum of 12 leaves can be carried forward in a year. (This change in Policy is from 1st October 2010, thus the change in carry forward logic for 2010 ALs will be on a prorated basis. For e.g. Out of 20 Accrued leaves, if an employee avails 4 in 2010, then as per the changed policy, the CF balance for the employee would be 9 ALs for 2011.(6 leaves CF till Oct 1st and 3 leaves CF for the remaining 3 months) the rest of the leaves will lapse on 31st December if un availed.

3. Can I apply for leaves backdated?

Yes, the system allows the same but the leave(s) should be applied within 60 days from the leave start date.

4. What is my quota of annual leaves if I join on 1st January, 2008?

Those employees would be entitled for a total of 18 leaves as the Accrued leaves, out of which max 12 can be Carry forwarded. (Since the change in

policy is from Oct 1st, 2010, the added balance will be on a prorated basis for 2010.)

For e.g. Earlier the AL balance accrued was 16 for 2010, from October 1st 2010 the accrued leave balance would be changed to 16.5, out of which max 9 can be CF.)

5. The Reporting manager showing in my form is not the correct one. How do I change it?

The reporting relationship as maintained in SAP flows in to the Leave request form in the Leave Management System. In case, the RM, which appears for a user is not correct, the user can always choose the right RM by clicking on the GAL icon next to the RM field, search for any employee who has a SAP code either by name or last six digits of his/her employee code, select the right RM and then click OK.

This change will not be reflected in SAP and in case the user wants to make the change permanent, he can do so through Employee Self Service (ESS) application on My HCL.

6. Can Annual leaves be clubbed with the company holidays (CH) and Restricted Holidays (RH)?

An employee can choose to club his / her annual leaves with the company Holidays (CH) and restricted Holidays (RH).

7. Does the system discount weekend/ holidays from the leave period for all the types of leaves?

Weekends/ Holidays are discounted from the leave period applied for in all the leave types except Maternity Leaves and LWP.

8. What are the contact details in leave request form required for?

The contact detail fields in the Leave request forms have been provided so that the employee can mention his contact details for the period he will be away on leave. The default data which shows in these fields comes in from SAP database and any change made by the employee in the Leave request form will not be reflected back in SAP database.

In case employee wants to permanently change his data, he can do so through Employee Self service (ESS) application on My HCL.in.

9. Can I change my contact details in SAP through this system?

No, you cannot change your contact details in SAP through the LMS. It can be done through Employee Self service (ESS).

10. Where can I check for my company holidays and RH?

In LMS, on the left hand menu bar, there is a link **'Holiday calendar'.** This is a color Coded calendar which displays list of all company declared holidays and the days defined as restricted holidays. It also shows days on which the employee was on leave for that calendar year.

11. When can I apply for Transfer Leaves and how many transfer leaves can I avail?

Transfer leaves of 5 working days can be applied for in case of domestic transfers only. For more details on transfer leaves, visit the "Transfer policy" in Polices Hub portal..

12. Can I claim my LTA through the system?

No, you cannot claim your LTA through the system. LTA claim forms are available on the system, which can be printed, and then a filled in copy of these can be submitted to your HR representative.

13. Where can I come to know about the leave policies applicable to me?

For the Leave Policy, visit Polices Hub portal on My HCL HomePage.

14. What is the field Cc for?

In the field Cc, one can select any person/s whom they want to keep in the loop regarding their leave . System generated mails will go to the person/s marked in the CC field informing him/her about the employee's leave.

15. How can I cancel my leaves?

Cancellation can be done in the following cases:

Pre approval: The employee can cancel his leave when the leave application is pending his reporting manager's approval.

Post approval

o **By the employee**: An employee can cancel his leave application even after it has been approved by his reporting manager. However, the request for cancellation has to be approved by the Reporting Manager.

o **By the reporting manager**: The RM can cancel his reportees leave application post approval. The employee will be notified of the cancellation through system-generated mail.

16. What do I do if my leave request is pending with RM for approval and he is not available for some reasons?

Either of the 2 options can be exercised in such a scenario:

o You cancel your existing leave application, create a new one and get it approved by the some other person who has authority to sanction your leave.

o Ask your HR to delegate your reporting manager's system rights to the alternative person or himself and approve your leave application.

The Auto Approval Workflow Process will take care of the leave requests pending for approval

17. What is the Auto – Approval Process in LMS?

o   System will auto-approve <= 5 days leave applied by employee if it is not approved by RM for 3 working days. This will be applicable to only AL and My Leave.

o   All long leaves (> 5days) requests pending for approval in the system will be auto-approved from back-end only once in a year before the encashment date (31st Dec). This will ensure that any Long leave pending requests do not remain forever in the system and that the balances carried forward and en cashed are based on correct data.

o   Cancellation of leave request, once approved by Manager will not be auto approved.

18. How can I apply for extended maternity leave in case of an illness arising out of pregnancy, delivery, premature birth of child?

o   The employee is entitled to further 1 month of leave in case of illness arising out of pregnancy, delivery, premature birth of child. The employees need to submit the Doctor's prescription/ advice in this respect to the Local/ BU HR. The Local/ BU HR in turn will make the adjustment for Maternity Leaves- Extended for the employee in LMS.

19. What is Leave Application Status "New" mean?

   Leave Application Status "New" means that the application has been saved in the system and not submitted.

20. What are the criteria to apply for an Adoption leave? Who approves it?

   o   Employee who has completed 1 year with HCLT and is physically present in India can only apply for this type of leave.

   o   Unlike all other leaves, BU HR will be the approving authority.

21. What is the process of deduction in Annual Leaves depending on the LWP's applied by the employee?

For HCLT India employees, the Accrued AL will be proportionately deducted for the days the person is on LWP on a prorated basis.

22. What is this new leave type My Leave and what are its features?

A new leave type "My Leave" has been added as per the new change in Policy wef 1st Oct 2010.It can be availed on special occasions such as Birthdays, Anniversary etc.

The accrued leave balance of this leave type will be 2 per year and these leaves lapse in the year end (similar to RH, if not availed).

These will be provided on a prorata basis from 1st Oct 2010 onwards (i.e. Employees will get a "My leave" balance of 0.5 in LMS for 2010).

23. Who can apply for comp off:

Please refer to the policy for the same.

24. How will my comp off be visible in LMS?

If an employee has worked on weekend and time entries have been approved by RM in Time sheet, LMS will auto-pick the weekend hours approved in Time sheet and add the comp-off in LMS.

25. How many Comp-offs can be accumulated at one point of time for a month.

Employee can accumulate a maximum of 2 comp off at a time; for example, if an employee has worked 3 week off in July and not taken any comp off in between, LMS will show only 2 in the kitty which can be availed.

26. If I worked in the last week of the month and did not get time to avail comp off, can this be carried forward to the next month?

Yes, one can avail the benefit of the same in the next month.

27. How many days can a backdated Comp off be availed?

One can avail comp off maximum to 30 days backdated after approval of time sheet. Only in case of business criticality if an employee is not able to avail within 30 days, any comp off applied will go to SLM for approval.

28. Can I club comp off with other leave type?

Compensatory Offs cannot be clubbed with other Leave types.

29. Is there any change in RH entitlement for transfer employees from Geo to India/ India to GEO/ BSERV to HCLTECH?

Yes, transferred employees from Geo to India will get proportionately basis Quarter like JFM, AMJ, JAS, OND.

30. How can backdated leave beyond 60 days be applied?

It requires SSD –HR—LMS with details like leave type, Leave dates and approval mailer from L4 head with a valid reason of delay while getting approved over the mail.

31. What is the LWP Approval Matrix?

RM will be the first level approver & SLM (Minimum E4, for Poland E3) will be second level approver for all LWP requests.

32. Is there any SLA to approve LWP?

Yes. LWP needs to be approved within 3 working days at each level else it gets auto approved

33. How will an approver get reminders for pending approvals for future dated leaves?

Every day reminder will go to approver from leave start date till 3 working days clearly stating that request will be auto approved after 3 working days, if no action is taken within those 3 working days. For example, if a leave is applied on November 11 for the period of Dec 1 to Dec 10, a reminder will be sent from Dec 1 till Dec 3 i.e. 3 working days to approver for action.

34. How will an approver get reminders for pending approvals of back dated leaves?

For back dated leaves, action needs to be taken within 3 working days of leave applied date and reminders will continue. For example if leave is applied on December 11 for the period of Dec 1 to Dec 10, a reminder will be sent from Dec 12 till 3 working days to approver for action.

35. Can I see my leave in timesheet if applied but not approved?

Once leave is applied in LMS, it will be visible in timesheet on real time basis and employee can see the status on the tooltip of Leave entry in the time sheet, like Applied Leave, Approved Leave etc.

36. Can I apply for leave if already filled/ submit/ approved time sheet for the same date?

LMS will show alert while applying leave if time sheet is submitted/ filled/ approved for the same day to remind the same so that accordingly correction can be done.

37. What will happen if I cancel my backdated leave?

On cancellation of leave for any day, a pop-up information will be visible in LMS to remind to fill timesheet as well for the leave cancelled leave . iTime will also send reminders to employee on the basis of daily minimum hours cancelled leaves/LWP Reversal days to fill time sheet. if no action is taken, Non-compliance LWP will be marked.

38. I have leave approvals pending at my end, do I get any consolidated mailer for the same?

One consolidated weekly reminder through LMS will be marked to all approvers on the pending action at their end to ensure timely action.

39. My RM is on long leave and I have applied for leave, who will approve my leave request.

All leave request/Time sheet will be visible to SLM for approval as a login through RM role to take appropriate action if RM is on leave or not available in office/travelling. SLM can view the RM access and approve, Leave request / time sheet raised by user.

40. How can SLM view / approve leave request pending at his/ her reportees.

SLM has the right to approve the leave request of his skip level resources if resource' RM is not available to approve leave. Path for leave approval is

   LMS→ Approver → Pending my Reportees approvals →.Select Reportee → Select leave request and approve