

Night Shift Allowance Policy - Delivery Department

Version 1.0

Launch Date of Policy: 17th March 2015

Policy version:

Version 1.0

Effective Date:

1st January 2015

To protect the confidential and proprietary information included in this material, any part of the document may not be copied, reproduced, stored or transmitted to any third party without prior written permission.

OBJECTIVE:

The objective to frame this policy is to provide additional benefit to employees in Delivery department who all are working at Night Shift based on Company's official requirement.

ELIGIBILITY:

All the employees of Delivery department in CresTech Software Systems Pvt. Ltd including trainees who are on rolls of the company are covered under this policy except Associate Managers and above.

SUMMARY:

If an Employee is being asked to work at Night Shift based on the official requirement then that Employee is eligible to claim the Night Shift Allowance for the period/number of Days he has worked in the Night Shift. Night Shift Allowance will be paid to that employee over and above his CTC.

PROCEDURE:

- Night Shift Allowance will be paid to only those employees who work in Night Shift based on the official requirement.
- This Night Shift work shall be approved from the Manager and BU Head of that particular Employee beforehand.
- Manager/BU Head of that particular employee needs to share this information with HR department along with the effective date of movement of that Employee in Night Shift.
- This information shall be shared with HR department by concerned Manager/BU Head latest by on or before 25th of every month.
- The Night Shift Allowance will be processed and disbursed to the Employee along with the Salary Payout of that particular month.
- Night Shift Allowance will be limited to maximum of Rs. 7500/- monthly and will be processed on pro-rata basis on actual number of days an employees has worked in Night Shift in a particular month.

Example:

Ram has worked in Night Shift from 1st December to 15th December. He will be eligible for Night Shift Allowance as per the calculation given below:

Total Night Shift Allowance for a month : Rs. 7500/-
Ram has worked at Night Shift : 11 Days (Excluding 4 week offs)
Total No. of working Days in December : 23 Days
Night Shift Allowance : $7500 \times 11 / 23 =$ Rs. 3587/-

Therefore Ram is eligible to get Rs. 3587/- as Night Shift Allowance in the month of December.

NOTE:

- Associate Project Manager and above are not eligible to get Night Shift Allowance however they might be considered eligible based on the business requirement of the Organization post approval from BU Head.

Disclaimer:

CresTech Software Systems Pvt. Ltd. reserves the right in its absolute discretion to abolish the Policy at any time or to alter the terms and conditions. Such discretion may be exercised any time before; during or after the Policy year is completed.