

Leave Policy

Version 1.6

Policy version:

Effective Date:

Version 1.3

1st May 2012

Version 1.4

1st January 2016

Version 1.5

1st April 2017

Version 1.6

5th April 2019

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Document Control

Document Revision History					
Date	Version	Description	Author	Reviewed by	Approved by
1 st May 2012	1.3	Leave Policy – Base Line	Raj Kumar	Sandeep Ahuja/Lalit Jain/Preeta mRajput	Lalit Jain
31 st Dec'15	1.4	Incorporated changes as suggested by reviewers.	Raj Kumar	Sandeep Ahuja/Lalit Jain/Preeta mRajput	Lalit Jain
1 st April 2017	1.5	Change in Maternity Leave	Sanjeev Rana	Sandeep Ahuja/Lalit Jain/Preeta mRajput	Lalit Jain
5 th April 2019	1.6	Incorporated Leave entitlement, Update on Weekly offs and Change in Leave Without Pay Policy	Gauri Agarwal	Sanjeev Rana	Sanjeev Rana

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OBJECTIVE:

The objective to frame this policy is educate employees on Leave entitlement and guidelines to avail the same.

ELIGIBILITY:

All the employees of CresTech Software Systems Pvt. Ltd. and Smart Software Testing Solutions India Pvt. Ltd. are covered under this policy excluding trainees who are on contract with the Organization.

OWNER:

Corporate HR owns the responsibility of maintenance and review of this policy as per the organizational requirement.

- **Policy Statement & Objective:**

This Policy allows employee(s) to avail leaves as and when required. The leave policy sets out the procedure for availing leave.

- **Leave Year & Leave Type:**

Leave year is the Calendar year starting from 1st January and ending on 31st December. The different type of leaves prevailing in the Organization are described below.

Leaves:**1. Eligibility:**

- All employees who are on the rolls of organization are eligible to avail Leaves.

2. Entitlement:

- Employees are entitled to credit of 2 PLs per month. Same will be credited in account of each employee at the beginning of every month as provided below (Correction of PLs will be done in next month):
 - If an employee has at least 7 paid days in a month (working or PL), 1PL will accrue.
 - If employee has at least 15 paid days in a month (working or PL), 2 PL's will accrue.

3. Procedure:

- There is one category of leave i.e., PL (Privilege Leave).
- There is no Sandwich Rule while availing PLs.
- A maximum of 10 Leaves during a year can be carried forward to the next Calendar year with the capping of maximum 30 leaves.
- Employee is required to submit a leave application on CresConnect to his/her respective reporting manager in advance stating when he/she intends to avail Leave.
- If an employee intends to avail more than 5 Leaves in continuation, he/she needs to submit the leave form to his/her reporting manager at least 30 days in advance.

Leave application will be reviewed by the respective reporting manager considering the business requirements and the decision of Approval will be granted accordingly.

4. Encashment

- Leaves will be encashed at the time of Separation only.
- Leave encashment will be applicable in case of those employees only who have served the complete notice period as per the terms and conditions of the Appointment letter.
- In case an employee leaves the Organization before completing the leave year, which is January to December, calculation for PL encashment of that year will be done on pro-rata basis considering maximum no. of leaves eligible for encashment in each leave year is 10.
- Leaves shall be encashed against the current Basic Salary at the time of Full and Final settlement.
- The encashment of Leaves is applicable to confirmed employees only.

Leave without pay (LWP)

1. Applicability:

- In case of any genuine reason reported wherein employee does not have enough leave balance in his/her leave account, the employee can be allowed to avail LWP subject to Manager's approval.
- Maximum of 10 days in a stretch and with a capping of 30 days in a Calendar year can be granted to the employee in this category. Beyond this company reserves the right to terminate the employment.

2. Procedure:

- Employee needs to submit the leave form to his/her respective reporting manager and get it approved.
- BU Head approval will be required in case more than 5 LWPs are being availed.
- HR needs to be informed with requisite medical documents/justification if above LWP has been approved by BU Head.
- Accrual of PL's cease during LWP
- Paid Week offs are granted only if the employee has worked (or on PL) for a certain minimum day in a week.

- Paid Week Offs are not granted in case of more than 2LWPs are taken in a week. In such case week offs are also considered LWP and salary will be deducted accordingly.

Maternity and Paternity Leave:

1. Eligibility:

- All permanent employees are eligible to avail this leave
- Maternity Leave is applicable as per Government Laws (*Maternity Benefit Act*)
- To avail Paternity leave, the employee must have a service of atleast 1 year with the organization

2. Entitlement:

- This leave will be counted on Calendar Days.
- Maternity leave to the extent and along with procedure would be applicable under the Maternity Benefit Act. (At present it is 26 weeks out of which 8 weeks can be availed during pre-delivery and 18 weeks post-delivery for female employees). However, a total of 26 weeks of Maternity Leave can be availed post-delivery.
- Paternity Leave shall be of 5 working days and must be availed within 15 days of the child's birth and in continuation.

3. Procedure:

- To apply for Maternity Leave the employee needs to submit the medical certificate to HR wherein the expected date of delivery shall be mentioned.
- The Maternity Leaves will be provided on due submission of Child-Birth Proof/Hospital Admission proof as applicable.
- Maternity leaves shall be applied on CresConnect before availing these leaves however in case of emergency employee can inform to the reporting Manager and Manager will pass on this information to HR.
- Accrual of PL's cease during Maternity Leave.
- To avail Paternity leave child's Birth Certificate should be submitted to HR.
- Basic salary will be paid to the employee during maternity leave period and for paternity leave it will be against gross salary.

It is mandatory for all the Employees to apply Leaves for approval on CresConnect portal as per the Leave Guidelines, in absence of Leave Application all Leaves will be considered as Leave without Pay (LWP).

Disclaimer:

Company 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.