

## LEAVE & HOLIDAY POLICY

### 1. Purpose:

AppShark (“Company”) makes provision for associates to go on leave for attending to their personal needs and effectively balance work-life aspects. The leave year shall be the financial year i.e., from April to March. All leaves are subject to sanction and approval by the reporting manager. Additionally, some leaves shall need approval of the HR Manager.

### 2. Crediting of leaves:

AppShark provides an over all of 18 leave in a year. The number of leaves available to the associates for various types of leave vary with the eligibility and applicability. Eligibility for the earned leave shall be on a prorated basis from the date of joining or the date of confirmation depending on the confirmation status.

### 3. Earned leaves:

Permanent associates / Probation: One day of earned leave for every 30 calendar days in service with the company subject to a maximum of 12 in a full leave year one per month.

Date of Joining	No. of Leaves
1st to 10th	1
10th to 15th	0.5
After 15th	0

### 4. Casual Leave:

- This is not applicable to contract associates and associates in probation
- These Leaves are credited on a prorated basis from the date of joining or the date of confirmation depending on the confirmation status
- Maximum of 6 leaves in a year

### 5. Compensatory Off:

- This is a special leave and not to be deemed as a right by the associate
- This leave is subject to at least 8 hours billable work done with Manager’s approval on a holiday/weekend
- Manager to produce an email evidence while Comp off is being approved, this should be planned well in advanced
- These Leaves can neither not be accumulated nor encashed
- Compensatory off is in lieu of work delivered in a time of past not later than 2 months
- HR shall keep track of the comp -offs availed

## **6. Half Day Leave:**

- An associate must work for half of the working day in order to qualify for the half-day leave benefit.
- A half-day means 4 hours 30 minutes of working in a day excluding the lunch break, anything less is considered as a full day leave.

## **7. Maternity Leave:**

- Confirmed / Permanent female associates, who have spent at least 1 year in service with the company, shall be eligible for a maximum of 24 weeks maternity leave, twice during their tenure with the Company.
- Female associates are allowed to plan splitting of the maternity leave as per individual's need. However, a maximum of 6 calendar weeks of leave prior to the 'Expected Date of Delivery' and the remaining leave post 'Expected Date of Delivery' is advisable. Associates are allowed to combine maternity leave with earned leave if desired.
- The salary computation during this period includes only Basic component of the salary and is counted as continuous service.
- In case of pregnancy related complications during the delivery or resulting in premature birth, the associate can take extra leave up to a maximum period of one month with loss of pay. Mandatory medical documents to be produced by the employee.
- In case of miscarriage the employee can avail 15 days of recovery leave with Loss of pay (subject to Doctor's advice). Mandatory medical documents to be produced.
- In case any female associate would like to avail the maternity leave and have taken their EL, they need to come back to office and work for at least two weeks before they can apply for Maternity leave.

## **8. Holidays.**

- All Associates are entitled for 10 Public Holidays in a calendar Year. Holiday's list will be circulated to the associates in last week of Dec by HR Team.

## **9. Work from Home**

- Employees can work from home for family care or to handle their personal exigencies
- Employees who are more than 80% billable on the date/day are entitled to avail the work from home option.
- Employees in product support can avail their leaves to take care of their personal exigencies
- Work from home is applicable to Sr. Software engineers, Project leads & Project Managers only
- Such employees can avail 1 day's work from home in a month with Manager's approval
- Every work from home needs a prior approval from manager, if not approved it will be auto rejected and same will be counted as Leave /LOP as per the leave balance

- If an employee cannot come to work due to medical reasons and his contribution is critical for the project, work from home can be availed, subject to doctor's advice and Director's approval

#### 10. Paternity Leave

- Maximum of 5 days Paternity leave can be availed by the male employee on the occasion of their new born child
- This leave needs to be availed with in the first 1 month of the child birth

#### 11. Leaves during notice period

- While in notice period employee will not be eligible for leaves every such emergency leave will add to the notice period
- Supervisor with Director's approval can approve leaves provided the employee has leave accruals
- Supervisor may also choose to extend the notice period if necessary based on the project requirement

#### 14. Leave Encashment

- Employees with 80% billability at the end of financial year will be eligible for leave encashment Employees are entitled to a maximum of 5 days leave encashment at the end of the financial year
- Encashment benefit will be as per the basic component in the salary
- Employee who meets the 80% billability criteria and has <=5 leaves is eligible for encashment of all the remaining leaves
- No deviation or approvals apply in leave encashment
- Support , Sales and product teams are encouraged to avail their leaves to attend their personal exigencies which implies they will be uncouncted in leave encashment policy

**Numerator** = Number of billable days worked (TFS Data)

**Denominator** = Number of working days in a year- Training days-Leaves taken

**Billability %** = Numerator/Denominator

#### Example:

Employee A has availed the following benefits

1. Holidays availed in the year=80 hours
2. Trainings attended/given in a year=100 hours
3. 10 days of leaves in a year= 80 hours

Numerator = 2118 hours – billable hours as per TFS

Denominator = 2,198 hours-80 hours- 100 hours – 80 hours= 1938 hours

Billability % = 2118/2198

Employee A is **96%** billable hence he is eligible for a max of 5 days leave encashment

### 13. Working Hours and attendance policy

- All associates are expected to work for a minimum of 8 hours excluding lunch time and break time. Considering that Company is in the business of Software development and Services for overseas customers, it may be required for the Associates to stay beyond the course of business hours to complete deliverables and to interact with clients and on-site team. No overtime shall be paid for the period of overstay beyond the working hours
- The regular office timings are 9.30 AM to 6.30 PM which is 9 hours in a day
- Employees are expected to record their “In time and out time” in the Biometric device. Employees will have to regularize any single record/swipe or status unknown (system error) by 20<sup>th</sup> of every month. Post which it will be considered as leave or Lop in case of no leave accruals
- On an average over a month the working hours should be greater than or equal to 9 hours. Employees falling short of the average normal working day which 9 hours over a month will have a Leave deduction or Lop accordingly
- I. If an employee works for less than 4hours 30 minutes on a working day, then the employee should apply for one day leave. If the leave application is not submitted the same will be corrected at the time of Payroll.
- II. In situations where the actual worked hours are less than the required average hours i.e., 9 working hours, there will be a leave deduction or a Lop equivalent to the defined deficit hours. Applied and approved leaves are considered as 9 hours for attendance calculation.

#### Example:

- Scenario 1

Details	Hours/days
Total working days excluding holiday in a month	21
Total Working hours including approved leaves	$21 * 9 = 189$ hours
Actual hours worked	185 hours
Deficit hours worked	$189 - 185 = 4$
Leaves deduction /LOP	Not Applicable

- Scenario 2

Details	Hours/days
Total working days excluding holiday in a month	21
Total Working hours including approved leaves	$21 \times 9 = 189$ hours
Actual hours worked	180 hours
Deficit hours worked	$189 - 180 = 9$
Leaves deduction /LOP	0.5 day

- Scenario 3

Details	Hours/days
Total working days excluding holiday in a month	21
Total Working hours including approved leaves	$21 \times 9 = 189$ hours
Actual hours worked	169 hours
Deficit hours worked	$189 - 171 = 18$
Leaves deduction /LOP	1 day

- Half a day leave or LOP deduction for every 9 working hours deficit in a month.
- Associates should work with their reporting manager to finalize their work schedules that meet the requirements of minimum working hours per day; client and project work delivery schedules. Associates should be available for any meeting and conference calls scheduled at any time of the day even if they are scheduled outside of core working hours
- The working days are generally Monday through Friday. Associates are expected to work over the weekend on demand when company and/or customer needs their services for emergency activities or to meet their project deliverable deadlines. Additionally, support staff is expected to handle weekend activities when required e.g. Network & System support, Recruitment, Process monitoring etc. Working for Weekend activities does not carry any additional compensation.

- Associates who work at a client site have to follow the client's work timings and in attendance it will be considered as On Duty, Leaves taken during the period should be informed to the RM through an email.
- Reporting Manager holds the responsibility of applying the leaves on behalf of the employee who is on duty in client location