



LEAVE & HOLIDAY POLICY - NCG

1. Purpose:

AppShark 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 12 leaves in a year for NCG's. This is applicable before and after probation. The number of leaves available to the associates for various types of leave vary with the eligibility and applicability; however one cannot apply more than 2 leaves per month.

After completion of 1 Year service, NCG's are eligible for 1.5 day leave per month on pro-rata basis in a financial year.

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
1 st to 10 th	1
11 th to 15 th	0.5
After 15 th	0

4. Casual Leave:

- This is not applicable to 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.

5. Sick Leave:

- In case of any emergency the candidates can apply the leave and also have to take permission from the Reporting Manager.
- No extra leaves are applicable only can use 1 leave per month.

6. 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 enchased
- 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



7. 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.

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 December by HR Team.

9. Work from Home:

- NCGs are not eligible to Work from home.

10. Working Hours and attendance policy

- All associates are expected to work for a minimum of 8 hours excluding lunch time and break time.
 - 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 20th of every month. Post which it will be considered as leave or Lop in case of no leave accruals.
 - Employees are expected to sign on the register and should come on time at 9:30AM.
 - 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.
- Half a day leave or LOP deduction for every 9 working hour's 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.