

Leave Policy - India

Date: 01-Jan-2024

1 Purpose

The purpose of this document is to have a standardized procedure for DV Techians to avail leave.

2 Scope

The scope extends to all DV Techians in all locations.

This Leave Policy is Valid From 1 Jan 2024 Till 31 December 2024.

3 Objective

The objective of this Policy is to take care of the DV Technology Solutions by ensuring work-life balance.

4 Relationship to DV Technology Solutions Values

Respect for Individual
Long Term Relationship

5 Inputs

Leave application/On-duty form to be filled on Email/On Paper DV Technology Solutionsneer.

6 Procedure

6.1 Eligibility

- 6.1.1 DV Techians who are on the role of DV Technology Solutions (excluding contracted / temporary staff) would be entitled for leave.
- 6.1.2 The Calendar Year i.e. January to December will be considered as the Leave Year.
- 6.1.3 Eligible DV Techians are entitled to the Leaves as mentioned below in the table as per their respective work location in the calendar year and the same are categorized as Sick Leave (SL),Casual Leave (CL).

| Leave type | Location |
|-------------------|----------|
| | Mumbai |
| Casual Leave (CL) | 12 |
| Sick Leave (CL) | 6 |

- 6.1.4 DV Technicians must note that though they are entitled to leave they may not treat it as a matter of right.

- 6.1.5 Leave planning should be done for all long and planned absences. The teams must always be kept informed of leave plans and the leave should be availed considering account/project/organizational priorities/Commitments/Timelines.

6.2 Leave Categories

6.2.1 Sick Leave and Casual Leave (SL and CL)

- a. DV Techiman's are entitled to SL and CL as per below mentioned table in calendar year.
- b. These SL and CL will be credited to the DV Technology Solutionseer's leave account at the beginning of the Leave year.
- c. Leaves shall be credited on pro-rata basis for DV Techiman's joining in the course of the Leave Year.
- d. If a DV Technology Solutioneer resigns from the services of the company during the course of the year and has availed the entire SL and CL in advance, then their SL and CL entitlement for the period worked will be calculated on pro-rata basis and the excess SL and CL leave availed will be deducted from the balance at the time of final settlement.
- e. However, SL of 1 or more days will have to be supported by a medical certificate clarifying the reason for absence. (Prescription will not Be Accepted)
- f. Un-availed SL and CL at the end of the year will lapse.

6.3 Leave Debit Rules

- a. SL and CL are debited for working days only.
- b. Declared holidays and weekly offs, (Saturdays and Sundays) falling between the leave period are excluded while computing leave. However, if the leave balance is zero, LWP rule mentioned Below 6.5 will Be applicable.
- c. Declared Holidays and Non Working Days failing between the Unpaid Leave Period Shall be Computed as Unpaid Leaves.

6.4 Leave Availment

- 6.4.1 DV Techians & their teams are expected to work together to ensure that there are no overlaps of leave. For this, a proper advance leave planning needs to be done within all Project Teams/Units so as to ensure that the leave applied for within a team is evenly spread out in the year and doesn't affect the normal working or billing schedules. Leave overlaps and individual adjustments will need to be mutually discussed between the DV Techians / their teams / concerned Manager member and resolved.
- 6.4.2 Leave Request To be Initiated During Working Hours and Working Day Only.
- 6.4.3 Any Leave Request Initiated After Working Hours and Working days will be Effective from Next Working Day for Consideration of Request.
- 6.4.4 Any absence of leave must be regularized by the DV Technology Solutionseer through the leave system, either by applying for 'leave'.
- 6.4.5 Manager approval for leave requests are Mandatory
- 6.4.6 At Time 5 Days Can be Applied with Prior Approval.
- 6.4.7 Leaves more than 6 Days will be considered as Special Request which is Subject to Approval.
- 6.4.8 Leave Application:
- 6.4.9 **Employees must submit a leave application to their immediate supervisor at least oneweek before in case of Single Leave.**

Manager/Higher Authority Need to Reply To same within 4 Days.

- 6.4.10 Incase of More than 2 days of Leave Submit one Month Before the intended date of leave. The leave application must specify the type of leave, duration, and reason fortaking leave.

Manager/Higher Authority Need to Reply To same within 15 Days

- 6.4.11 Incase of More than 4 days of Leave Submit 45 Days Before the intended date of leave. The leave application must specify the type of leave, duration, and reason for taking leave.

Manager/Higher Authority Need to Reply To same within 25 Days.

6.5 Leave without Pay (LWP)

- 6.5.1 The LWP marked on Saturday/Sunday would be in reference to LWP policy as mentioned below.
Leave without Pay (LWP) - Any absence in excess of the Leave balance shall be treated as “Leave without Pay” (LWP) even if such absence is authorized. Leave without pay in such cases shall be calculated as follows:
- 6.5.2 Leave of 18 Days Per Year will Be paid. Leave More than 18 days will be Leaves Without Pay (LWP)
- 6.5.3 If Leaves are not Taken for That Month then it will be Carry forwarded for Next Month.
- 6.5.4 All Leaves will be lapse in end of the Year.
- 6.5.5 Same rules as above would be applied in the event of a 6 day working week or a week which includes public holidays.
- 6.5.6 LWP deduction will be on monthly gross salary which will be divided by 26 (of the respective month days) further multiplied by the number of days LWP.
- 6.5.7 Employees Tanking More Leaves than Allotted may liable to Strict Action.

6.6 Responsibility of Employees During Leave

- 6.6.1 Employees Should Be Available on Call or Any Communication Medium During Leave for Communication with Team Member.
- 6.6.2 If Employees missed Any Call or Message from Team then they should get Back to Team Once they Identified the same.

6.7 Compensatory Off (Comp. Off)

- 6.7.1 If a DV Technology Solutionseer is required to work on a DV Technology Solutions notified public holiday OR weekly off due to work exigency, they may avail a Comp Off against the same on any other working day. The Comp Off will be eligible to the DV Technology Solutionseer's leave account, provided they have clocked a minimum 6.5 hours on a holiday/weekly off. The Comp Off must be availed within 3 months of such working.
- 6.7.2 As a general rule, no Comp Off will be due if a minimum attendance of 6.5 hrs is not clocked on a Holiday/Weekly off. However, exceptions can be permitted subject to strong justification for any shortfall below 6 hrs. Any Work Upto 3.5 Hrs will Be Considered for Half Day Comp Off.
Comp Off can be availed for a maximum of 2 days at a stretch.
- 6.7.3 Comp Off can be clubbed with SL, CL , within the overall permissible limits of Comp Off availment. However, not more than 2 days of Comp Off can be clubbed with 1 span of absence.
- 6.7.4 There is approval required for a DV Technology Solutionseer availing Comp Off but they are expected to keep the team informed (as in the case of availing any other leave). However, the DV Technology Solutionseer needs to take prior approval for working on a holiday/or weekly off, which will earn a Comp Off subject to minimum 6.5 hrs working and Half day Comp off In case of 3.5 Hrs Working.
- 6.7.5 Unavailed Comp Offs cannot be encashed.

Leaves During Notice Period :

- 1. During Notice Period Employees are Allowed to take One Leave Per Month.
- 2. If any Employees Have More Than 6 Leaves In Balance from Carry Forward Months as Pro data Basis then He/She can take Max 2 Leaves Per Month with Prior Approval.
- 3. All Balance leaves till Notice Period will be Lapsed.
- 4. Leaves More Than above mentioned Will be Leave Without Pay.

*Pro data basis Means 18 Leaves Per Year that is 1.5 Leaves Per month. So any Employees not taken any leaves for last four Months will get 6 Days Leave Count as Pro data basis .

6.8 Maternity Leave

6.8.1 Maternity Leave (ML):

- a. DV Technology Solutions provides a maximum of up to 182 days paid leave towards maternity absence.
- b. All applications for any leave benefits under the Maternity Act, 1961 must be supported by a Medical certificate from a Registered Medical practitioner and should be submitted to the Unit HR.
- c. ML is granted to female DV Technicians who have worked in the Organization for at least 80 days.
- d. If a female DV Technology Solutioneer is suffering from illness arising out of pregnancy, delivery, premature birth of child shall or any other complications, then on production of such proof will be entitled in addition to the period of absence, 1 month of paid leave.
- e. For any post maternity leave request, female DV Technician can apply for the same from their existing EL balance or request for LWP. The same needs to be approved by respective COE Leader/APLT member and HR.
- f. DV Technology Solutioneer during the Maternity Leave, will not be eligible for accrual of earned leave for the period of ML.

6.8.2 Miscarriage or Medical Termination of Pregnancy:

- a. In case of miscarriage or medical termination of pregnancy, a female DV Technology Solutioneer is entitled to 6 Weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy. A certificate from a registered medical practitioner has to be submitted to the Business HR representative in this case.

6.8.3 Tubectomy operation:

- a. In case of tubectomy operation, a female DV Technology Solutioneer shall be entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation. A certificate from a registered medical practitioner has to be submitted to the Business HR representative in this case.

6.8.4 Adoption Leave:

- a. If a female DV Technology Solutioneer adopts a child, DV Technology Solutions provides a maximum of up to 90 days paid leave.
- b. The grant of such leave is as per the following provisions:
 - i. The child / children must be legally adopted; i.e., in compliance of the adoption laws of the country.
 - ii. Adoption Leave may be applied only after actual adoption i.e. when the child/children can legally reside with the adopting parents. The intention to adopt will not be considered a valid reason for adoption leave.

- iii. Submission of necessary legal documents of adoption is a pre-requisite for application of adoption leave. Legal clearance by Corporate HR is required for approval of adoption leave.

- c. A female DV Technology Solutionseer may avail the Adoption Leave as per policy for a maximum of 2 children.

6.8.5 Sabbatical Leave is a form of leave granted to a DV Technology Solutioneer in certain exceptional situations. Exceptional situations are defined for personal reasons such as a DV Technology Solutioneer's intense divorce/family dispute case or prolonged illness of a dependent or any other contingency situation. The Sabbatical leave cannot be granted for recreational vacation time.

6.8.6 DV Technicians wishing to be considered for a Sabbatical Leave:

- a. Should have been employed by DV Technology Solutions for a minimum of 4 years (Continuous service)- This criteria may be waived off for exceptional contingency situation.
- b. Must have a good record of attendance - this criterion may be waived in exceptional circumstances if it can be established that there were other pressing factors which were unavoidable to maintain good attendance;
- c. Should have a good record of performance (i.e. not below a ME/A Rating in the last two appraisal cycles.). This criteria may be waived off for exceptional contingency situation.

- 6.8.7 Sabbatical / Long leave can be availed for a minimum of 20 Days and maximum of 35 Days, with prior approval from their Supervisor/Manager and VC/DUHead, at least three months in advance. A strong justification and supporting documents must be submitted along with the leave application.
- 6.8.8 Sabbatical leave sanctioning will be subject to business exigencies. This policy does not provide an automatic right to undertake Sabbatical/Long leave.
- 6.8.9 Sabbatical leave, when granted, would be treated as Leave Without Pay (LWP). Sabbatical cannot be clubbed with Earned/Sick/Casual/Special Leave or Maternity/ Paternity Leave. A DV Technology Solutioneer will not earn any SL and CL for the duration of Sabbatical Leave.
- 6.8.10 On sanctioning of the Sabbatical Leave, the DV Technology Solutioneer will be transferred to RMG and the respective Manager must inform Manager/Immediate Authority before approving the sabbatical leave. On resuming work, the DV Technology Solutioneer will continue to be a part of Manager till further suitable project requirements arise. DV Technology Solutions cannot guarantee return to the same location/ position/ profile where the DV Technology Solutioneer previously worked, on resumption of duties from Sabbatical leave.
- 6.8.11 The DV Technology Solutioneer must notify, in writing, to their Reporting Manager if they decide not to resume duties at the end of the Sabbatical Leave. This must be done at least one month in advance. If the DV Technology Solutioneer fails to resume duty after the Sabbatical leave period, it will be construed that the DV Technology Solutioneer has voluntarily separated from the organization and separation process will be initiated.
- 6.8.12 Sabbatical Leave can be applied for only with intervals of 4 years from the time the DV Technology Solutioneer has resumed after the earlier Sabbatical Leave.
- 6.8.13 Sabbatical Leave request will not be entertained if the DV Technology Solutioneer is already under SL or scrutiny for any disciplinary action or work performance related issue.
- 6.8.14 Sabbatical Leave is applicable only for DV Techians who are on the Company's payroll and will Not apply for Contractors or Consultant categories.
- 6.8.15 The Sabbatical Leave period shall not be regarded as a break in service and will count towards continuous service for statutory purposes.

6.9 Special Sick Leave

- 6.9.1 Introduction of special sick leave for employees in cases of serious accidents or critical illnesses.
- 6.9.2 Employees suffering any of the following ailments would be considered for special sick leave:
- Cancer
 - Coronary Artery By-pass Graft Surgery (CABGS)
 - Treatment of Heart Ailments viz Heart attack, Heart Valve Replacement or Repair Multi Sclerosis
 - Kidney failure, Major organ transplants
 - Coma
 - Stroke, Paralytic attack
 - Major Accidents (The above list is not an exhaustive list. Exceptions may be made on merits)

- 6.9.3 Special Sick Leave will be applicable only after the concerned employee has exhausted all other normal leave entitlements/balances.
- 6.9.4 Special Sick Leave requests will not be part of the auto approval system but will need to be represented to HR who will convey approval, on case-to-case basis / based on individual merits.
- 6.9.5 No limit has been fixed for the duration of Special Sick Leave as part of this Policy. However, depending on circumstances, HR and Line Function will decide on the quantum in each of the cases.
- 6.9.6 DV Technology Solutionseer during the Special Sick Leave period, will not be Leave Without Pay if He /She don't Have Any Leaves Balance.

6.10 Attendance & Leave System

6.10.1 DV Technology Solutions has a Thumb Punch in/out system and also Attendance can be marked on Software.

6.10.2 For all Offices in India the normal work timings are as follows -

a) Office Timing - 9.30 am to 6.30 pm

6.10.3 The total work hours would be 9 hours (including 45 Mins lunch break and 15 Mins Tea Break) per day.

6.10.4 Attendance of DV Techiman's will be tracked on a weekly basis.

6.10.5 A minimum attendance of 4 Hrs. and 30 minutes is to be clocked to consider half day attendance. If the attendance clocked is less than 4 hrs 30 minute in a day, it will be considered as full day absence.

6.10.6 For any Public holiday in a week the minimum time to be logged will be 6.5 hrs. and more to get accredit comp off and for half day Comp Off is 3.5 Hrs.

6.10.7 Daily tracking system will be applicable to DV Techiman's working in client location and DVTechiman's working in third shift.

6.10.8 The "In time" and "Out time" are registered through the first and last Punch of the day respectively.

6.10.9 Only Two Work from Home (WFH) is allowed per Month that to with Prior Approval from manager or Higher Authority. WFH Request to Be initiated with Prior Days (2-3 Days) During Working Hours Only.

As we are IT Professionals there might be sometime in which due to Work Load we need to Extend our Office timings for whole team or On Individual basis in that case this will be considered in Normal work timings.

Any Violation of the Above Mentioned Points will Lead To Violation of Company Leaving Policy.

Employee's Name :

Signature

7 Public Holidays

HOLIDAY LIST 2024

| <u>SR NO</u> | <u>DATE</u> | <u>DESCRIPTION</u> |
|--------------|---------------|--------------------|
| 1 | 1 JAN 2024 | NEW YEAR |
| 2 | 26 JAN 2024 | REPUBLIC DAY |
| 3 | 25 MAR 2024 | HOLI / DHULIVANDAN |
| 4 | 09 APRIL 2024 | GUDI PADWA |
| 5 | 01 MAY 2024 | LABOUR DAY |
| 6 | 15 AUG 2024 | INDEPENDENCE DAY |
| 7 | 07 SEP 2024 | GANESH CHATURTHI |
| 8 | 17 SEP 2024 | ANANT CHATURDASHI |
| 9 | 12 OCT 2024 | DASSHERRA |
| 10 | 01 NOV 2024 | DIWALI |
| 11 | 02 NOV 2024 | DIWALI |
| 12 | 03 NOV 2024 | DIWALI |
| 13 | 25 DEC 2024 | CHRISTMAS |

Working Second & Fourth Saturdays :

27 Jan 2023, 23 Mar 2024, 27 April 2024, 14 Sep 2024, 09 NOV 2024, 28 DEC 2024

*NOTE : ALL RIGHT RESERVED TO MANAGEMENT OF Dynamic Vishva Technology Solutions

Second & Fourth Saturdays are Non Working Expect for Days Mentioned. (Allrights are Reserved With Manager and Higher Authority)