

LEAVE POLICY

ALCHEMY SOLUTIONS

OBJECTIVE

To ensure work-life balance amongst employees, to take care of any personal emergencies/ exigencies that may arise in normal Course and provide them with an opportunity to rejuvenate by way of planned leave.

PHILOSOPHY

Leave should be taken at a time mutually convenient to the employee and the employer. Employees are encouraged to plan their long leave in advance to fulfil personal priorities, without adversely affecting organizational objectives.

In the event of any unexpected work exigency, the reporting manager will have the discretion to revise, curtail or revoke leave to meet such business needs.

ELIGIBILITY

All Confirmed employees of Alchemy Solutions are eligible for leave, including staff on contract, those completed 6 months of continuous service for EL, SL & CL. Employees will not be entitled to avail any leave during the Probation period of 6 months but are entitled to earn EL,SL & CL which can be availed post probation. However, any other leave availed during the Probation Period would result in Loss of Pay.

TYPES OF LEAVE

1. Earned leave
2. Other Leave (Casual & Sick)
3. Maternity Leave
4. Paternity Leave
5. Leave without Pay
6. Compensatory leave
7. Compassionate Leave

1. EARNED LEAVE, SICK LEAVE & CASUAL LEAVE

Employees (Post Probation) are entitled to leave of 30 days per year completed with Alchemy. This includes 15 days of Earned Leave (EL) (1.25 earned on completion of every 22 working days), 15 days of other leaves which may be deemed as Sick Leave or Casual Leave (1.25 earned on completion of every 22 working days), accrued into the Leave account on a pro rata basis.

Consecutive leave up to 2 days may qualify as CL, beyond which it shall be treated as EL or SL. SL claimed for over 2 days may require to be supported with appropriate medical documentation.

Sick Leave and Casual Leave cannot be carried forward or encashed at the time of separation. Only 6 days of EL can be carried forward from a given year.*

EL should be availed for a minimum period of 3 days and a maximum of 6 days at a time, subjected to a maximum of three occasions in a calendar year. Leave application needs to be submitted and approved by immediate manager, at least 15 days before commencement of leave. Any employee joining post 15th of a month is entitled to accrual of leaves on a Pro rata basis.

1.1 Leave Accounting Year and Accrual

The leave account is operated on a financial year basis i.e. from 1st April to 31st March. Pro rata adjustments will be made to bring entitlements in line with this. Leave shall credit to an employee's leave account for every completed month. Of these, 1.25 days shall be attributed to EL and 1.25 may be deemed as Sick Leave or Casual Leave.

1.2 Leave Accumulation

An employee will be allowed to carry forward only 6 days of unused Earned Leave (EL) entitled in the existing financial year to the next financial year. This implies that, going forward, of the 15 days of EL entitled for the year, a minimum of 9 days should be used up or shall lapse.

Those employees, who entered a financial year with a pre-existing leave balance, shall be allowed to take forward the said balance in addition to the maximum of 15 days of unused EL accumulated in that year. (The leave credit to the Leave balance will happen at the end of each completed month of service)

2. MATERNITY LEAVE

All married women employees who have worked continuously for a period of at least 180 days during the 12 months immediately preceding the date of her expected delivery, are entitled to receive maternity leave of a total of 12 calendar weeks of leave, whether taken before or after childbirth. However she cannot take more than 6 weeks before her expected delivery.

In case of miscarriage or medical termination of pregnancy, an employee will, based on supporting documents, be entitled to leave with pay, for a period of 2 weeks immediately following the day of her miscarriage or medical termination of pregnancy. Only married women employees may avail of the above, and not more than twice in the course of their employment.

Payment of salary during maternity leave works the following way. 50% of your 3 months' salary will be credited after 2 months and the rest will be credited after your rejoining, in case if you are not rejoining and intend to resign, the rest of the amount will be a part of your Full and Final Settlement. However, paid leave will be granted if the employee had no more than 2 children born to her at the time of producing the medical certificate confirming her pregnancy.

Any rest day or public holiday that falls due during the maternity leave is counted as part of the maternity leave and will not give rise to any additional leave or payment. Employees who fall under the benefit of ESI (Employees State Insurance) will not be entitled to Maternity Leave.

3. PATERNITY LEAVE

All married male employees, with less than 2 surviving children, can avail leave up to 5 days of Paternity Leave (only Basic salary payable). Paternity Leave has to be availed within 30 days of child's birth, post which it will lapse and will not be adjusted against the Leave balance.

A Doctor's Certificate needs to be submitted one month before the start of the leave.

Should the dates for your paternity leave change, for any reason, the manager should be notified, at least 14 days in advance. If the baby arrives earlier than expected, provided that 6 months continuous service has been completed, staff would still be entitled to paternity leave.

4. LEAVE WITHOUT PAY

Under exceptional circumstances like serious illness, the employee can seek approval for additional leave from the Functional head on, Leave without Pay. This may be sanctioned only during Probation Period or when all other forms of leave are exhausted.

5. COMPENSATORY LEAVE

If an employee has worked for a full day on a weekly off or a public holiday on being assigned specific work by his/her reporting manager, the reporting manager (where reporting manager is at VP/Sr. manager and above) may at his discretion approve of compensatory leave. All compensatory must be confirmed by the Function Head. Some salient features include:

- Compensatory leave is subject to availing the same within 30 days of the actual date of working. Else, employee will lose the benefit. It can only be combined with any public holiday or a mid-week holiday and not with Saturday/Sunday or any type of leave, unless permitted by the Functional Head.
- At a stretch maximum of 2 days of compensatory off can be availed.
- No unplanned compensatory off can be availed.
- Compensatory off cannot be carried forward, adjusted or offered in Notice Period or en cashed either before or at the time of separation.

6. COMPASSIONATE LEAVE

Confirmed employees will be entitled to paid compassionate leave up to 2 working days in the event of death in the immediate family only.

ACCOUNTABILITIES

Employee:

- Discuss leave plan with the Reporting Manager/ Functional Head, in advance, taking into the account exigencies of work and business requirements.
- Inform the reporting manager of the contact address/ phone number where he/she can be reached during the leave period.

Reporting Manager:

Ensure that the decision on leave should not adversely impact the business needs of the company.

- Ensure that the employee has sent the request via mail.
- Obtain a contact address / phone number where the employee can be reached when on leave
- Keep Function Head / HR team informed of all Compensatory leave granted on a monthly basis

Executive MIS:

- Update and maintain the employee compensatory off records.
- Provide information in respect of the number of the compensatory off taken by the employee to the reporting manager, the employee and the HR team.

Function Head:

- Review monthly compensatory leave granted and ensure necessary checks and consistencies
- Can revoke such leave if unwarranted.

UNAUTHORIZED LEAVE

Unauthorized/Uninformed (does not include phone message) leave for a period of 3 consecutive working days without official intimation is liable for discontinuation of services.

GENERAL PROCEDURE FOR LEAVE APPLICATION AND ADMINISTRATION

- Every employee is required to seek approval for all types of leave from the Reporting Manager/ Functional Head.
- All planned leaves for more than 3 consecutive days should be applied at least 2 weeks in advance.
- In event of any unplanned event (eg: illness/ personal emergency), the reporting manager must be notified of the absence latest by half an hour after commencement of the work day. After approval, the reporting manager should inform the Function Head, MIS Executive and HR Team for updating the leave record within the same day. It is the employee's responsibility to fill up the leave Application Form within one week of return. Any leave taken due to illness (for more than 2 days) should be supplemented by a medical certificate certified by a Medical Officer or a registered medical practitioner. As far as possible, the employee should notify his/her absence in advance.

SPECIAL CASES

- In case of Maternity leave, the employee must submit application at least 3 months in advance with the expected date of delivery. She is required to produce a medical certificate confirming the pregnancy and detailing the expected date of birth and the date on which the maternity leave is to commence.
- For Paternity Leave, the employee must confirm the actual date of birth, as soon as possible (by producing to the HR, the original birth certificate).
- For Compassionate leave, employee must inform the reporting manager by email and submit leave application within a week upon from such leave.
- For Compensatory leave, the concerned employees should apply at least one full day in advance to the reporting manager. An email approval will suffice. On getting an approval from the reporting manager, it is the sole responsibility of the concerned employee to communicate to the MIS Executive and HR team via mail and Leave form.
- For employees deployed at HCL, restricted holidays can be availed only with the consent from the respective Manager and the same needs to essentially reflect on the Billing from the client.

LEAVE APPROVING AUTHORITY

Leave is at the discretion of the reporting manager, except Leave without Pay, which is at the discretion of The Function Head. The Function Head can refuse to grant leave, at any time, according to the exigencies of organizational work. Leave of any kind needs prior approval, except medical leave or emergencies for which employee can inform his/her reporting manager when unable to report to work.

Resources deployed will have to take the approval from the respective Project Manager/ Team Lead or the Reporting Manager.

When an employee is proceeding on planned leave, he/she will provide the reporting manager with his/her contact address / phone numbers including alternate contact numbers.

DISCLAIMER

While the Company will make every effort to keep your Leave Policy current, the information and policies described in this document may be changed in any way, at any time, at the sole discretion of ALCHEMY SOLUTIONS. These policies may be amended at any time and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the Management of ALCHEMY. You are responsible for complying with current Company Leave policy at all times.
