

LEAVE POLICY

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1. SCOPE

The policy is applicable to all the employees of i2e Consulting working in India (hereinafter referred to as “Employees”).

2. BUSINESS HOURS:

Depending upon business requirements, employees may need to work on different schedules to align their availability or work hours with their clients or business requirements.

Four & half hours (4 ½) is considered as half day.

if an Employee works less than Four and half hours (4 ½), such Employee shall be marked as absent.

Leave taken for two half days shall be considered as one full day leave.

For applying a Half day leave, No Applications will be entertained if applied on the same day.

Such applications should be done 24 hours well in advance, except in very critical and emergency situations. Talk to your Reporting Manager for such instances.

3. UNAUTHORIZED OR UNAPPROVED ABSENCE:

An employee who is absent without permission and justifiable reason may be subject to disciplinary action including & up to termination. Refer Clause 6. Policy on Absconding in HR Manual

The Company does recognize that some absences are not an employee's fault. When an accident, illness or other problem makes it impossible for an employee to come to work, it is the employee's responsibility to notify the HR to apply and/ or forward such information of the leave on Employee's behalf or the Employee can directly operate from the Company's portal **Beehive i2e HRMS Application** <https://i2echrms.beehivehcm.com/> from anywhere, any place and apply for a leave.

In case of emergencies, you are allowed to take 1 hr of time off on a working day only after informing your Reporting manager and taking the consent, Only 2 such incidents are allowed per month, but not back to back, and consistent. Rest in case you need to take time off please avail leaves. If found misusing this, the Reporting Manager needs to talk to the HR which may lead to serious disciplinary action.

Also, in case the absence exceeds 1 hour, then it would be considered as a leave and you should apply for the same. Reporting Manager should inform the HR for such instances.

In case the Employee has informed the Reporting Manager / Project Manager / Project Head then it is their responsibility to forward the information to the HR about the Employees' leave.

4. AVAILMENT/ APPROVAL FOR LEAVE:

Employee's leave shall be considered approved only after necessary written or electronic approval has been granted by the respective Reporting Manager / Project Manager/ Project Head/ In-charge/ HR-Payroll & Compliance Management team.

The Employee shall apply for leave through Company's portal **Beehive i2e HRMS Application** <https://i2echrms.beehivehcm.com/>

In case, if an Employee is out of office and not able to access the abovementioned applications, the Employee shall apply for a leave through email application to the respective Reporting Manager / Project Manager/ Project Head/ In-charge/ HR- Payroll & Compliance Management team.

In case if leaves applied for are connected or suffixed and prefixed to Saturdays, Sundays and/ or Company holidays, then such absent days shall be excluded from total number of leaves. No Sandwich rule is followed by the Company.

Sanction/refusal of leave by the concerned Reporting Manager / Project Manager/ Project Head/ Project In- charge will depend on the exigency of work, the time period elapsed since the Employees' last leave, the length of intended leave, the role of employee seeking leave or any other factor that might be relevant to sanction/refuse such leave. The decision of the Reporting Manager / Project Manager/ Project Head/ Project In- charge on grant / refusal of any leave shall be final and binding on every employee.

Just as regular attendance is an important part of Employee's job, employee's punctuality is necessary to provide "service" to customers and to the other groups and departments such employee works with each day.

Every employee of the company is expected to be present for the duty at his workplace on time. However, there are occasions when unavoidable circumstances may cause the employee to arrive / start late. The Company shall allow an additional grace period of 15 minutes on the scheduled time. The Company does not condone habitual lateness. An employee who repeatedly reports for work late will be subject to disciplinary action as determined by the management of the Company. In work from home situation this policy is not applicable though the employee has to see to it that the Shift Timings are followed and be available on time for the scheduled meetings. Reporting Manager needs to inform the HR for any indiscipline noticed.

For any long leaves / long vacation (leaves for five days or above) - Employee shall have to apply for leave two weeks in advance,

The Employee shall not be entitled for a leave if applied a day prior of taking such leave and it is upto the discretion of the Reporting Manager / Project Manager to Approve such leave.

NOTE:

- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- Leaves taken without any Leave Application or Leave Applications without any Leave Approval will be treated as Absent that reflects on the Beehive portal. Such data showing as Absent in the Leave Report will be treated as Leavewithout Pay (LWP) which will reflect the Leave balance and salary as deductions.

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5. LEAVE PERIOD:

The current Leave policy effective from 1st January 2024 and remains unchanged till next revision.

This policy is applicable in a calendar year viz. from January till December month of the year.

All leaves will be credited on day one.

For new joinee / resigned employee, Leave(s) applicable during probation term will be credited on pro-rata basis as per the date of joining or date of confirmation or last working date (LWD) as applicable.

6. PRO-RATA CALCULATION:

On Joining: Joining on 15th or before 15th – eligible for full month leave, 16th or after 16th - No leave.

On Exit: LWD on 15th or before 15th -No Leave, 16th or after 16th - eligible for Full month leave.

7. LEAVES FOR EMPLOYEES:**i. CASUAL LEAVES:**

A. For Confirmed Employee: 14 days

B. For Employee on Probation: 1day casual leave per month till the probation term.

ii. EARNED LEAVES: For Confirmed Employees 12 days

iii. SPECIAL LEAVE: For Confirmed Employees, Birthday Leave 1 day. Non-encashable.
Send an email to HROpsSupport@i2econsulting.com, marking your RM in CC, 15-20 days before your birthday. HR Team will ensure the leave is credited to your account.

i. CASUAL LEAVES:**A. For Confirmed Employee: 14 days**

Every confirmed employee shall be entitled to 14 days casual leaves in a given year.

- Applicable to All Confirmed Employees.
- Any leaves over & above the applicable leaves will be LWP.
- Will be credited on [pro-rata basis](#) as per the date of joining or date of confirmation as applicable.
- Leaves will be calculated on [pro-rata basis](#) on resignation, any leaves over & above the applicable leaves till the last working day will be LWP.
- CANNOT be encashed by the employee.
- Will **Lapse** at the end of the Calendar year.

B. For Employee on Probation:

Employee on Probation shall be entitled to 1day casual leave per month till the probation term.

- Applicable to new joined employee on Probation.
- Any Leaves over & above the applicable leaves will be LWP.
- Leaves will be calculated on [pro-rata basis](#) on resignation, any leaves over & above the applicable leaves till the last working day will be LWP.
- **CANNOT** be encashed by the employee.
- Will **Lapse** at the end of the Calendar year.
- Once an employee has completed his probation & is Confirmed in the organization by the HR will be eligible for rest / balance Casual leaves out of the total eligible for Confirmed employee on [pro rata basis](#) from the date of Confirmation to the end of the year.

For Eg:

1. An employee during Probation got 6 casual leaves during his term of 6 months of probation as per the policy.
His probation extends by 2 months, he will be eligible for 2 leaves. Which counts to 8months Probation and 8 leaves.

On confirmation, he will be eligible for balance casual leaves on [pro-rata basis](#) as per the eligibility from the date of joining for the remaining months of the calendar year.

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2. An employee joined on 1st March, during Probation got 6 casual leaves during his term of 6 months of probation as per the policy.
His probation extends by 2 months, he will be eligible for 2 more leaves. Which counts to 8 months Probation and 8 casual leaves till 31st Oct.

On confirmation i.e from 1st Nov, he will be eligible for balance casual leaves on [pro-rata basis](#) as per the eligibility from the date of joining for the remaining months of the calendar year i.e. Nov & Dec (2 months).

Total Term from 1st Mar to 31st Dec (10 months), eligible for 12 casual leaves. 8 leaves already credited till 31st Oct thus eligible for balance 4 casual leaves from 1st Nov till 31st Dec, which will be credited only after Confirmation.

ii. EARNED LEAVES: 12 days

Every confirmed employee shall be entitled to 12 days of earned leave. If an employee joins in-between the calendar year, Earned Leave(s) will be credited on [pro-rata basis](#) from their confirmation month.

- Applicable only to Confirmed Employees.
- Once an employee has completed his probation & is Confirmed in the organization by the HR, he will be eligible for Earned leaves on [pro rata basis](#) from the date of Confirmation.
- Any Leaves over & above the applicable leaves will be LWP.
- Leaves will be calculated on [pro-rata basis](#) on resignation, any leaves over & above the applicable leaves till the last working day will be LWP.
- Encashment for the particular year will be upto **10days** only, other leave has to be utilized. (Only for Earned Leave balance). Payable in the next year.

******* Any Leave applications pending on i2eCHRS Beehive portal for approvals should be approved before 20th of the month. Any pending applications will be considered as Leave without Pay (LWP). It is the responsibility of the employee to get the approvals on time from the respective Reporting Manager / Line Manager.**

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8. PAID HOLIDAY:

An employee is entitled for 8 paid festival holidays in a calendar year as communicated to the employees before the commencement of the year.

MANDATORY HOLIDAYS Every year, the count of Optional holidays will change in case Mandatory holiday comes on a weekend.

Sr. No	Date	Mandatory Holiday
1	26-Jan	Republic Day
2	1-May	Maharashtra Labour Day
3	15-Aug	Independence Day
4	2-Oct	Mahatma Gandhi Jayanti

Choose Any 4 out of below Optional Holidays

Sr. No	Optional Holiday
1	New Year
2	Makarsankranti / Pongal
3	Holi
4	Good Friday
5	Gudipadwa/Ugadi
6	Ramzan Eid
7	Mahavir Jayanti
8	Bakr-id
9	Rakshabandhan
10	Janmashtami/Dahi Handi
11	Ganesh Chaturthi
12	Onam
13	Dussehra
14	Deepavali Lakshmi Pooja
15	Diwali New Year
16	Guru Nanak Jayanti
17	Christmas

9. LEAVE ENCASHMENT:

As per amendment in the year 2017, effective Dec 2017, since balance leaves cannot be carried forward to the next year can now be encashed by the employees i.e. leave balance at the end of the year.

The facility of leave encashment shall be applicable only to confirmed employees of the Company.

Such leave encashment payment shall be done by the Company in the following year to the respective salary account of the Employee.

For an Employee upon resignation, **Earned leave(s)** will be calculated on [pro-rata basis](#) till the last working day and will be paid to the employee as part of their Full & Final Settlement. Any leaves over & above the applicable leaves till the last working day will be LWP.

Apart from the aforementioned reason, **un-utilized Casual Leave, Special Leave and Compensatory off** cannot be encashed under any circumstances.

10. LEAVES TAKEN DURING NOTICE PERIOD:

- Employee once resigned will not be eligible to take any Leaves.
- Remaining leaves are strictly not allowed to adjust towards notice period.
- There will be extension in notice period if the number of leaves exceeds the entitlement and approval of such leave will be at the discretion of the Management and the Senior Line Manager.
- There will be no change in the Applicable leaves though the notice period or last date extends, due to leaves during the notice period.
- Leaves will be calculated on [pro-rata basis](#) on resignation, any leaves over & above the applicable leaves till the last working day will be LWP.
- Approved Comp-off, if any are pending to be taken will not be re-imbursed once the employee resigns or is terminated.

11. COMPENSATORY OFF:

- Should be applied only for project requirements & will be considered only if Approved by the Reporting / Project Manager. No Approval No consideration.
- Time In & Out is required to be done through the HRMS application on the day when you are working as Compensatory day.
- No Time In & Out data, No consideration to raise for Comp-off request.
- One can do this using Attendance Regularization but only upto two Regularization request including Regular Attendance regularization Requests.
- You are required to apply for the Comp-off as a Comp-Off Request.
- This Comp-off request should be raised within 30 days of the work done.
- If someone fails to apply for Compensatory off, there is no way to apply for it later. No Application No consideration.

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- Such Comp-off raised & Approved should be utilized within 3 months (90 days).
- Total work hours between 7 hours to 9 hours – Eligible for 1 Full day Comp-off
- Total work hours 4 ½ hours – Eligible for (½) Half day Comp-off
- Total work hours less than 4 ½ hours – No Eligibility for Comp-off.
- **CANNOT** be encashed by the employee.
- Approved Comp-off, if any are pending to be taken will not be re-imbursed once the employee resigns or is terminated.

12. MATERNITY LEAVE:

1. Eligibility

All female employees on confirmed employment who are not covered under the ESIC Act, 1948 and have completed eighty (80) days of continuous service (from the date of Employment Agreement) with the Company are eligible for Maternity Leave ("Maternity Leave").

The Ministry of Labour and Employment, Government of India ("**Ministry of Labour**") vide Official Gazette notification dated 31 March 2017 has appointed 1 April 2017 as the date on which the Maternity Benefit (Amendment) Act 2017 ("**MB Amendment Act**") shall come into force and effective 1st July 2017.

The MB Amendment Act has increased the duration of paid maternity leave available for women employees from the existing 12 weeks to 26 weeks. Under the MB Amendment Act, this benefit could be availed by women for a period extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).

2. Regulations

The applicant can avail eight weeks Maternity Leave before the date of delivery and eighteen weeks Maternity Leave post-delivery. The maximum Maternity Leave benefit under normal circumstances will be 26 weeks.

The applicant should inform about her pregnancy to the HR department of the Company and his Reporting Manager & Practice Lead 4 months (16 weeks) in advance before her date of delivery. Further, the applicant shall make necessary application for maternity leave minimum 2 months in advance before her date of delivery.

The application should be supported by a medical certificate confirming the pregnancy and expected date of child birth.

Leaves, as per the leave balance in the account of the employee cannot be clubbed with post- delivery Maternity Leave. However, employee can take un-availed Maternity Leave at any time within one year from the date of delivery and this is subject to taking minimum 6 weeks of Maternity Leave post delivery.

The weekly offs and holidays falling during Maternity Leave will be part of the leaves availed.

3. Pay Benefit

- i. The Company provides 26 weeks (Approx 6.5 months) paid salary which comprises only **Basic+DA+HRA** ("the Maternity Benefit"). The Maternity Benefit and other benefits if any shall be paid as per the provisions of The Maternity Benefit Act, 1961 as amended from time to time. The Maternity Benefit amount as mentioned above will be paid in advance for a period preceding the date of expected delivery. E.g.: An employee proceeding on Maternity Leave from 1st July and the expected date of delivery is 15th August, then she will be paid the Maternity Benefit amount for the months of July and August in advance as per & along with the monthly salary cycle. The Maternity Benefit amount for the subsequent

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- period i.e. post-delivery shall be paid, on production of proof that the employee has delivered a child.
- ii. In case an employee is deceased during Maternity Leave due to any complications in maternity, then the nominee of such employee and in absence of nominee the legal representative of such employee shall be eligible to receive Maternity Benefit amount. The nominee will be considered as mentioned in the employees PF Application.
 - iii. In normal circumstances, the employee should resume her duties post Maternity Leave stipulated above. In case, the applicant wishes to extend maternity leave on Leave without pay basis, then the leave application for availing "Leave without Pay", shall be submitted minimum 1 month in advance. The sanctioning of leave under this clause is at the sole discretion of the sanctioning authority of the Company and should not be perceived as a right for entitlement. Leave deductions (Leave without pay and Notice Period) shall be calculated at the rate of gross payroll salary.
 - iv. A Medical Bonus amounting to Rs. 3500/- as pre-natal confinement and post-natal care is not provided. This bonus will be paid once the employee joins back after her Maternity Leave.

4. Special Mention:

If an employee wishes to exercise her option to resign her employment immediately after availing the Maternity Leave with Maternity Benefit stated above, will be accepted only on medical grounds. In such case, the reasons stated in the medical report will be mentioned in the relieving letter.

The onus of timely submission of approved Maternity Leave application to the HR department of the Company lies completely on the employee and while processing the payroll no prior intimation will be sent to the defaulting employee, however on production of notice to avail the Maternity Benefit the Company will provide the same to the employee.

Any exceptions would have to be approved by the relevant authority.

- v. Maternity leave for adoptive and commissioning mothers shall be as below. In case of below mentioned scenarios, female employees will be entitled for twelve (12) weeks of maternity leave:
 - Female employee who legally adopts a child below three months of age. Female employee opting as a commissioning mother. The twelve (12) week period of maternity benefit will be calculated from the date the child is handed over to the adoptive or commissioning mother. In addition to the above-mentioned facilities, female employees can avail following benefits in case of mentioned circumstances.
 - Miscarriage: In case of miscarriage or medical termination of pregnancy, the female employee will be entitled for additional leave upto six (6) weeks immediately following the day of her miscarriage.
 - Tubectomy: In case of tubectomy, the female employee shall be entitled for leave upto two (2) weeks immediately following the day of her tubectomy operation.
 - Critical Illness: In case of critical illness arising out of pregnancy, delivery, prenatal birth of child miscarriage, medical treatment of pregnancy, an eligible female employee on production of such proof as may be prescribed, be entitled, in addition to the period of absence allowed additional leave with wages at the rate of maternity benefit for a maximum period of one month.

13. PATERNITY LEAVE

i2e is taking progressive steps to assist employees during significant life events through company-paid time for paternity leaves. This leave benefits are intended to allow employees paid time off to bond with their child before returning to work. This policy is available to all the eligible employee effective 1st May 2023.

1. Eligibility:

A. Regular male employees who:

1. Is having a new born child (i.e., birth father), or
2. Legally adopts a child below the age of one year (i.e. adoptive father)

B. Confirmed Employee in the employment of i2e.

C. Upto two children.

2. Benefits During Paternity Leave:

- a. You are eligible for 15 days of paid paternity leave.
- b. The weekly offs and holidays falling during Paternity Leave will be part of the leaves availed.
- c. Paid paternity leave must be taken as one continuous block within six months of the birth or adoption of the child.
- d. If you return to work at any point earlier than the 15 days, the leave benefit will cease, and the remaining days will be forfeited.
- e. Cannot be clubbed with Casual or Earned leave.
- f. Not eligible during Notice period.

3. Initiating Paternity Leave, And Returning to Work:

- a. You must notify your Reporting Manager and Company HR- Payroll Compliance Management Team at least **1month before starting** your paternity leave.
- b. You can submit your application for paternity leave, along with the birth certificate or letter of intent to adopt, to your Reporting Manager and Company HR-Payroll & Compliance Management team for approval.
- c. If the need for leave is not foreseeable, you must request the leave as far in advance as reasonably practical (generally the same day or next day after you became aware of the need for leave).
- d. In case of emergency, you (or a representative) must notify your Reporting Manager or the Company HR- Payroll Compliance Management Team as soon as practical.

4. General:

- a. Additional documentation and certification may be required for verification purposes.
- b. Employees who fail to return within three days of the specified return to work date, accept other employment (including self-employment) for compensation while on leave, or are found to have falsified any information about the leave, including dates and reasons for the leave, will be considered grounds for termination.

Revision and Deviations:

The management will periodically review the policy based on market trends, corporate inputs and business need within the organization. The management may at any point of time change or withdraw part of or the whole policy. Any deviation from the policy will be approved by the HR Head.

Prepared & Verified By:

Reshma Narkar – Sr Manager – HR

Approved By:

Vishal Rane – Director

