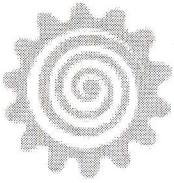




KINDUZ

CIN - U93000TG2008PTC061363

KINDUZ Business Consulting Pvt. Ltd.



KINDUZ

Revised Leave Policy

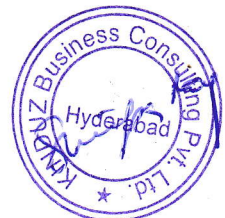
<http://www.kinduz.com/>

Version 2
Effective from 25th August 2016

KINDUZ Business Consulting Pvt. Ltd.

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LEAVE POLICY

1. OVERVIEW

The Organization believes that associates should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Organisation encourages all associates to spend time with family for leisure, take care of personal work, or to take rest. Every associate should plan to take at least some days of annual leave every year.

The Organisation also follows all local, regional, and / or country rules regarding leave and holidays as specified under various legislations, acts, and/or practices. The types of leaves and their permissibility and utilization have been framed according to the local state government relevant rules under the existing act as applicable.

The leave policy, therefore is subject to revision depending on relevant amended laws.

2. SCOPE

This leave policy is applicable to all Interns, Employees and Contractors (herein after referred to as associates) of the Organisation.

The leave policy outlines the associate's eligibility requirements for each type of leave, and the rules and procedures to schedule a leave.

Primarily It should be noted that leave is not a matter of right and organization management has the power of discretion in sanctioning leave keeping in mind the exigencies of work and requirement of presence of the concerned associate and the personal circumstances of the associate.

3. POLICY

Types of Leaves

3.1 EARNED LEAVE/ PRIVILEGE LEAVE:

This is the leave which is earned in the previous year and enjoyed in the subsequent years.

- a) Every associate of the organization who has served for a period of two hundred and forty days or more during a continuous period of twelve months in the organization shall be entitled during the subsequent period of twelve months, to leave with wages for a period of fifteen days, provided that such leave with wages may be accumulated up to a maximum period of forty-five days.
- b) Provided also that every associate who has served for a period of not less than two hundred and forty days during a continuous period of twelve months in KINDUZ shall be entitled for encashment of eight days of leave with wages (including basic, HRA and CCA and excluding conveyance and medical allowances) that has accrued to him/her under sub section (a) during the subsequent period of twelve months.

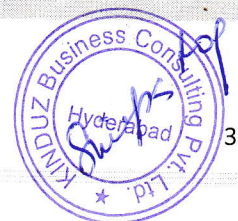




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- c) KINDUZ shall pay to the associate the wages for the leave so encashed by the associate within a week of receipt of the application for such encashment from the associate.
- d) Provided that the associate informs in writing to his/her manager, not less than **fifteen** full working days before the date of availing himself/herself of his/her earned leave, to allow all the leave or any portion thereof, to which he/she is entitled under sub section (a).
- e) Provided that the number of instalments for taking leave shall not exceed three during a period of twelve months.
- f) An associate who has been allowed leave for not less than five days under sub section (c) shall, before his/her leave begins, be paid the wages due for the period of the leave allowed if he/she makes a request therefor.
- g) If any associate entitled to any leave under sub section (a) is discharged lawfully by the organization before he/she has been allowed such leave, or if the leave applied for by such associate has been refused and if he/she quits his employment before he/she has been allowed the leave, the organization shall pay him the amount, payable under this policy, in respect of the period of leave to which he/she was entitled at the time of discharge.
 - i. An associate who has been discharged lawfully or quits from the services of the organization, is permitted to encash the unutilized earned leave standing to his/her credit, subject to maximum accumulation limits, as on date of the severance of service.
 - ii. The formula for encashment is the following:
 - iii. $(\text{Current month's base salary} \times \text{Number of days of actual annual leave balance}) / 30$ (Subject to maximum of 30 days).
 - iv. Base salary means wages including Basic, HRA and CCA, and excluding medical
 - v. and conveyance allowances and other special allowances/incentives if any.
 - vi. All or any tax liability from this payment is the responsibility of the associate. This includes current, as well as future legislation.
 - vii. Pay during leave and holidays: Every associate for the period of leave and for the holidays allowed shall be paid at the rate equivalent to their daily average of his/her wages for the days on which he/she worked during the preceding month exclusive any other special allowances/incentives earned.
- h) Earned leave accumulated beyond 45 days in the name of any associate shall lapse automatically he/she is entitled at the time of his discharge or at the end of three years if not utilized.
- i) while utilizing earned leave, public/festival holidays and or weekly offs as notified can be prefixed or suffixed. However, those holidays falling during the intermediate period shall be included and form part of the earned leave period.
- j) Earned leave can be clubbed with sick leave in cases where there is absolute necessary of leave for hospitalization and there is no balance sick leave to the credit of the associate concerned. However medical certificate from the concerned hospital or from competent medical practitioner is a must for sanction of earned leave in such cases.
- k) However, earned leave cannot be clubbed with casual leave but utilized casual leave can be converted into earned leave if so required. That is in cases of emergency when the associate is on casual leave and further leave is absolutely required, the associate can apply for earned leave for the number of days required, in continuation of casual leave, with the condition that entire leave period is considered as earned leave.

3.2 SICK LEAVE:



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- a) Every associate in the organization shall also be entitled during his first twelve months of continuous service and during every subsequent twelve months of service a leave with wages for a period not exceeding twelve days on the grounds of any sickness or accident sustained by him.
- b) The Sick leave shall be credited to the account of the associate at the rate of one leave per month of service with the organization.
- c) Associate who has applied for more than three continuous days of sick leave shall have to produce a medical certificate from a registered medical practitioner/or hospital, where the associate has undergone treatment.
- d) In cases where the associate is not able to convey personally about his/her sickness/accident and the requirement of sick leave, it is the responsibility of the associate or concerned family members to inform within twenty-four hours of admission in hospital, the status either telephonically or by email or through any relative or friend to the concerned manager or any other associate of the organization.
- e) It is not permissible for any associate to accumulate or carry forward balance sick leave at credit to next calendar year and also balance sick leave is not cashable at the end of the year.
- f) If an associate is lawfully discharged by the organization when he/she is sick or suffering from the result of an accident the organization shall pay him/her the amount payable under this policy in respect of the period of leave to which he/she was entitled at the time of his/her discharge in addition to the amount, if any, payable to him under sub section 1.1(g).

3.3 CASUAL LEAVE:

This leave is granted for certain unforeseen situation or where the associate requires to go for one or two days leave on personal grounds.

- a) Every associate in the organization shall also be entitled during his/her first twelve months of continuous service and every subsequent twelve months of such service to casual leave with wages for a period not exceeding 12 days in the year.
- b) Casual leave shall be credited at the rate of one day per one month of continuous service during the calendar year.
- c) Casual leave of not more than 3 days' maximum at any time shall be permissible and associate shall be required to inform and avail leave after approval from the competent authority before availing the long casual leave.
- d) No associate shall be permitted to avail casual leave more than two times in a month.
- e) Associate shall understand that leave is not a right but is subject to approval from the concerned Competent authority, who will be the authority to permit such leave.
- f) Notified weekly offs/ public holidays/ festival holidays of the organization can be combined with casual leave and can be prefixed or suffixed to casual leave. Also such notified holidays falling in between the casual leave are not counted as a part of casual leave.
- g) Casual leave can be clubbed with sick leave in case where there is not sufficient balance of sick leave to the credit of the associate provided medical certificate for treatment for sickness from the registered medical practitioner or the hospital concerned is produced.
- h) Balance Casual leave at the credit of the associate at the end of the calendar year is not cashable and the unutilized leave shall not be carried forward to next calendar year.

3.4 FAMILY PLANNING LEAVE:

Every associate in the organization after he/she has put in not less than six months of service under the organization, shall also be entitled for special casual leave not exceeding six days only once during his/her entire service, if he/she





has undergone vasectomy or tubectomy operation, subject to the production of a certificate therefor from an authorized medical practitioner under whom he/she has undergone the operation.

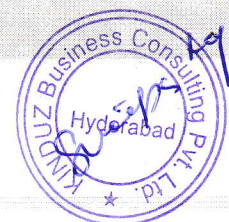
3.5 MATERNITY LEAVE:

- i) Any woman associates of the organization who has been in continuous employment for a period not less than six months preceding the date of her delivery in any establishment of the organization shall be entitled to maternity leave for a period of 90 days (Ninety Days) and the entire period of such absence shall be treated as authorized absence. (Continuous employment does not necessarily mean legal continuity but means the associate is in service without substantial break in service and all permitted leaves and holidays are included in the count for service).
- j) Maternity leave can be used a maximum of two (2) occasions during associate's tenure with the organization. All intervening holidays and weekends falling during this period of maternity leave are included and counted as a part of maternity leave.
- k) Ninety days' maternity leave can be availed with forty-five days before delivery and forty-five days after delivery as per the requirement of the concerned associate
- l) Associate is allowed to use balance earned leave, in continuation with maternity leave, after first having completed the 90 days of maternity leave, subject to approval by the competent authority.
- m) Associate undergoing medical termination of pregnancy under medical advice or miscarriage is entitled to 45 days of maternity leave. A duly registered attending medical practitioner should certify this and the certificate is to be submitted to the organization as a proof for availing the leave.
- n) Associate suffering from illness arising out of pregnancy, delivery, premature birth, stillbirth or miscarriage are entitled to additional leave, against her earned leave entitlement, subject to available balance.
- o) Any additional leave applied more than the available balance will treated as leave without pay.
- p) For availing maternity leave certificate from a registered medical practitioner or the hospital is to be submitted with the leave application.
- q) This leave is granted based on circumstances of each case and should necessarily be recommended by the sanctioning authority/Manager and approved by the Director. Maternity leave is not cashable in any manner, under any circumstance. It cannot be accumulated or used in instalments.

Maternity benefit: Associate eligible for maternity benefit shall be paid daily rate of pay at the average of rate of daily pay earned during the three months' period preceding the six weeks from the date of delivery.

- a) The amount shall be paid within one week from the date of intimation of her delivery.
- b) In case of unfortunate death of woman associate during/after delivery the benefit will be paid including and up to the date of delivery. This benefit should be paid within six weeks of claim raised by the legal nominee of the woman associate. The benefit is deemed as part of her wages.
- c) Maternity benefit is paid to the woman associate or the nominee in case of death of woman or to the person who takes care of the child or to her legal heir as the case may be only after the receipt of all relevant supporting documents.
- d) The exception for the maternity benefit is if the woman associate attends duty during the benefit period, she will be entitled to only wages and not to the benefit.

3.6 PATERNITY LEAVE





- a) Any male associate of the organization who has been in continuous employment for a period not less than six months in the organization preceding the date of delivery of his legal wife is entitled to a maximum of five (5) working days of paternity leave.
- b) Paternity leave can be used a maximum of two (2) occasions during an associate's tenure with the organization.
- c) All intervening holidays and weekly offs during the period of paternity leave are not counted as leave. The declared holidays and weekly offs can be prefixed or suffixed to this paternity leave.
- d) Paternity leave must be used within 90 days of the birth of the child or it will lapse automatically.
- e) Paternity leave is not cashable in any manner, under any circumstance.
- f) It cannot be accumulated or used in instalments.

3.7 ADOPTION LEAVE

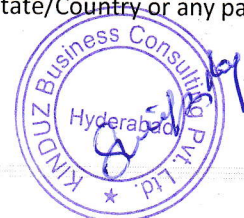
- a) Parenthood is a happy and major change in an individual's life. To ensure that our associates have the time to complete legal formalities related to adoption and make a comfortable move into parenthood, has provided leave for our associates who have identified a child for adoption.
- b) Woman associate can avail of the leave up to 2 calendar months for adopting infant (less than one-year-old) and up to 1 calendar month for adopting a child. (More than one-year-old).
- c) Eligible male associate is entitled to a maximum of five (5) working days of Paternity/Adoption leave.
- d) Adoption leave must be used within 90 days of the adoption of the child or it will lapse automatically.

3.8 COMPENSATORY LEAVE

- e) An associate may be required to work on public/festival holidays and/or during weekly off days at office or at customer's place depending on conditions. If such work is officially approved in writing either by the concerned manager, then the associate will be compensated with compensatory holiday (leave) for those days.
- f) The compensatory holiday(s) shall be utilized by the concerned associate within thirty days of such holiday(s) and shall be with the approval of concerned manager.
- g) Compensatory holidays shall lapse automatically after 30 days of acquiring eligibility for such holidays.
- h) Associate is eligible for compensatory leave only if he/she works extra for the full day (8 hours' minimum).
- i) Associate should clearly indicate the leave to be a compensatory leave to the manager/ admin else it may be treated as casual leave as per the balance at credit of the associate.
- j) Provided further that, such compensatory holidays shall not exceed seven in a year and where any associate is required to work more than seven times in a year on any declared holiday, he/she shall be paid additional wages at the ordinary rate of wages in lieu of.
- k) Director has the discretionary powers to pay for the Compensatory off for which the associate has applied for but which could not be permitted by the organization management due to work pressure.

4. OTHER HOLIDAYS:

- a) Every Associate in the organization shall also be entitled to Ten public/ festival holidays as decided by the organization management in the calendar year, which shall include, 26th January (Republic day), 15th August (Independence Day) and 2nd October (Gandhi Jayanti), and on every such holiday, the organization either with or without employees, shall remain closed.
- b) Notwithstanding anything contained in this section, other holidays, the local/Indian Government may, having due regard to any emergency or special circumstances prevailing in the State/Country or any part



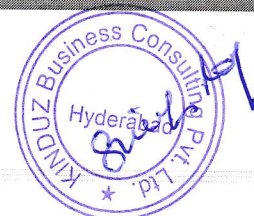


- c) thereof, notify any other day or days as holidays with wages to employees or class of employees as may deem fit. The holidays so notified shall be deemed to be additional holidays for the organization. The management reserves the right to compensate for such additional holidays by converting another holiday as a working day as deemed suitable.
- d) The list of public and or festival holidays for the calendar year, starting 1st January as notified by the management of organization shall be prominently displayed at the office of organization for the benefit of all associates before the commencement of the calendar year.
- e) In addition to the public holidays declared associate can avail 2(Two) optional or restricted holidays of his/her choice, from the list of restricted holidays announced, with the permission of competent authority, without causing dislocation of important work.
- f) The work week for KINDUZ in India is from Monday through Saturday, with Sunday as weekly off day, 2nd Saturday's of every month is off.
- g) The normal working hours for KINDUZ India are flexible in nature.:
Starting time: 9:00 to 9:30 AM
Closing Time: 5:30 to 6:00 PM
 - i. The closing time depends on the arrival time.
 - ii. In between one hour of tea/ lunch break in total is permissible, depending on the nature of work being attended by the associate.
 - iii. If any associate attends office after 10AM without the approval of competent authority, half day casual leave shall be debited for late coming without approval.
 - iv. Late coming shall be approved in exceptional cases and not permitted on regular basis.
 - v. Associates working outside shall follow the timings/holidays at the client's place.
- h) In exceptional cases Director can use his/her discretionary powers to permit change of timings for any associate, if so applied in writing by the associate or permit the associate to work from home.
- i) In all cases of leave/work from home, either approved or rejected, intimation should reach admin/accounts for accounting and record purpose.

5. Leave without pay:

- a) If an associate does not have any leave balance to his/her credit and the situation warrants him to take the leave, the leave is granted by the organization management as loss of pay or as may be adjusted against the future leave or as a special case as special paid leave based on the person contribution to the Company at management discretion.
- b) The leave without pay shall be permissible only with the approval of the Director of the organization and only at the discretion of competent authority the leave without pay is adjusted against future leave or as special paid leave depending on the contribution of the associate. The organization management reserves the right to consider whether the case is justified or not.
- c) If any associate leaves the Organisation within the year (after utilization of all leaves) negative leave will be considered for final settlement of associate's account.
- d) Payment of the associate's salary and/or any linked benefits is at the discretion of the Director for the period of leave under consideration.
- e) All general holidays and weekly offs falling in between are included in the count of leave without pay.

6. Extension of Leave





- a) If the associate wishes to extend leave, he/she is required to submit an application in writing or email to the leave sanctioning authority well in advance, before the expiry of current leave.
- b) The associate may also inform the sanctioning authority via telephone or by any other method in case of emergencies, but prior to the expiration of the current leave period and shall be followed with application in writing or by e-mail.
- c) The sanctioning authority shall send a reply in writing to the associate indicating whether the extension of leave is approved or rejected.
- d) If the associate does not receive any such reply in writing, the application for the
- e) extension of leave is treated as rejected and the associate is required to resume duties on completion of leave originally granted.

7. Leave during notice period

- a) Associate can utilize leaves during the notice period only if there is leave balance in his/her account.
- b) The final settlement process starts one week prior to the relieving date.
- c) Associate must apply for the leave only through the email. Approval must be granted by the associates' manager or by the competent authority for settlement of dues if any.
- d) An Associate must be present on the last working day of the notice period in the organization. The experience and relieving letters are not issued if the associate is not present on the last working day.
- e) All relieving formalities including Full and Final Settlement of wages, relieving letters will be completed by the organization within 7 working days of the last working day of the associate. The organization will issue the relieving letters to the associate after having received all allocated assets/material of the organization and the signed No Dues Certificate.

8. Transferees

- a) Associates traveling on long term assignments (more than 30 days) outside India are governed by the leave / vacation policy of the host location / region. However, associates stationed at client sites should follow the public holiday policy as applicable in their respective client organizations.
- b) Associates transferred on long-term assignments are required to settle their leave dues, as per policy.
- c) Associates traveling on short term assignments (up to 30 days) are governed by the organization's home country leave / vacation policy.
- d) Associates traveling on assignments for more than 30 days to any place in India are governed by the local host/client organization/home country leave / vacation policy.
- e) Associates traveling abroad on deputation are governed by the respective location / region leave policy
- f) Associates on project work outside head office shall take prior permission and or intimate the competent authority for availing leave so as to make alternate arrangement and also should intimate the local company in charge about availing leave. Associate also shall intimate to the competent authority in advance about leaving the project site (Work station) during weekends or for holidays.

9. Application for Leave While On/Before Travel

- a) If an associate wish to use available leave before traveling on work, he/she is required to apply for the leave before proceeding to travel.
- b) If an associate wish to use available leave after travel, after completion of work at a different location, he/she is required to apply for the leave in advance before proceeding to leave.





10. Leave Plan

Associate should submit a leave plan well in advance to the manager concerned before going on long leave so as to give the manager time to make alternate arrangements and to inform the sanctioning authority.

11. Leave Application

Then the associate converts the leave plan into a leave application, through email. Submission of leave application alone cannot be taken as leave granted and approval is a must from the competent authority.

12. Leave Approval

Director or the leave approval authority of the organization has the discretion to revise, curtail, or revoke the associates' already approved leave, depending upon the requirements of the presence of the associate at office.

13. RESPONSIBILITY of the associate

- a) Associate shall note that leave is not a matter of right and leave applied for will be sanctioned keeping in view the need of associate's presence in office/place of work and associate's requirement.
- b) Associate is required to apply two weeks in advance for approval of earned leave. Unless it is an emergency or sick leave, the leave will be considered as Leave without pay if not approved.
- c) An act of proceeding on leave without approval in writing will be treated as an act of misconduct and the associate shall be liable to disciplinary action, if deemed necessary.
- d) Leaves should be requested via an email, to the respective Manager keeping the administrator in Loop.
- e) Associate has to keep his/her Manager informed in case of any extension of leave.
- f) In cases of approved leave with/ without pay on medical grounds, the associate has to provide all the relevant medical documents to administration department through the Manager within 7 days from the start of such leave.
- g) The associate must ensure that he/she proceeds on long leave, (more than 3 days), only after his/her application for leave has been approved by the competent sanctioning authority.
- h) The Manager must be informed about the extension of a leave, if any in all cases.

14. Responsibility of the Manager

- a) Competent authority has to approve all leave requests via an email, keeping the administration Department in loop.
- b) Manager has to inform the Director in case of leave without pay and absconding cases within two (2) days from the start of such leave.
- c) It is the responsibility of the Manager to inform the Director if an associate does not report to office, after using the sanctioned leave within two (2) days from the end of such leave.

15. General

- d) While the organization does not mandate any minimum leave that an associate must take each year, it encourages all its associates to take at least 15 (Fifteen days) of planned leave each year.
- e) All applications, recommendations, approvals and refusals must be in writing and on record.





- f) If an associate remains absent without approved leave or overstay without approval from the sanctioning authority for a period of three (3) consecutive days or more, disciplinary action including termination from service, may be initiated against the associate
- g) Completion of 15 calendar days or more of service in a month is considered as a completed service for leave calculation. Less than 15 calendar days' service in a month does not qualify for leave calculation.
- h) The leave account period of any associate of the organization shall be from 26th of the preceding month to 25th of the present month and shall be updated once in a month.
- i) Director of the organization is the ultimate authority in leave matters and her/his decision shall be final and abiding on all.
- j) Notwithstanding anything above the management shall change in the number of days of leave permissible and that can be accumulated as per the notification of the Government provided such change is mandatory
- k) Associate should note that leave balance of any kind is not transferable from the account of one associate to other's account.

16. Violation Redressal Mechanism

Questions regarding the compliance to the stated policy should be directed to the Director, of the organization.

Associates are encouraged to report violation or any issues that are related to the policy with the respective Manager/Valdun head or with the Director.

There would be a disciplinary process for any associate/ associates who violate the Organization's policy and procedures. Action taken would include, but not limited to:

- a) Verbal or written reprimand
- b) Referral to appropriate counselling
- c) Withholding of a promotion based on behavioural issues
- d) Termination of employment (suspension / termination as per the agreement clauses and as deemed fit in the interest of the organization).

17. Effective Date

This revised leave policy comes into effect from 26th August 2016.



Director.