**LEAVE POLICY**

**Objective**

To help the employees balance the demands of family life and workplace, the company provides leave for rest, relaxation and rejuvenation to its eligible employees.

**Applicability**

These rules shall cover all the employees on the rolls of Commvault Systems India Pvt Ltd.,

**Reckoning Period (Year)**

Unless otherwise prescribed, for the purpose of this policy, the reckoning period (year) shall commence on 1st January and end on the 31st December of the same year.

**Paid Holidays**

Commvault Systems India Pvt. observes 10 paid holidays , which shall include Republic Day (26th January), Labour Day (1st May), Independence Day (15th August), Gandhi Jayanti (2nd October), Telangana and Karnataka formation days in a year to facilitate employees partaking in religious festivals, state and national events. The list of these holidays will be prepared by the HR in consultation with business leaders in November month of the previous year.

**Policy & Procedure:**

**Earned Leaves (EL)**

* **Eligibility & Entitlement**

All regular full-time employees are eligible for 22 working days EL per year of service.

* **Availing of EL**
* Whenever possible, employees are expected to apply for EL in advance, ensuring that the impact on their group’s plans and commitments is minimal. An employee must take prior approval of the reporting manager before proceeding on any leave.
* It is normally encouraged that the employees apply for EL at least 2 days in advance when the leave does not exceed 2 days.
* All EL irrespective of the advance notice will need to be aligned with Project deadlines, quarter end work, Code Freeze and Releases.
* This condition will not apply where the cause of EL is on medical grounds.
* The EL guidelines would continue to apply while the employee is travelling overseas for training or any other assignment.
* In any reckoning period max 8 days of EL can be carried forward

**Medical Leave**

* **Eligibility & Entitlement**

All regular full - time employees are eligible for medical leave of 8 days per year of service.

When the medical leave is availed by an employee, only the number of actual working days is treated as medical leave.

* **Availing of Medical Leave** 
  + - * Medical Leave cannot be carried forward/ accumulated and shall lapse at the end of the calendar year.
      * In the case of a need to continue the leave on medical grounds, after exhaustion of Medical Leave balance, the employee need to necessarily avail the leave from the available EL balance, after seeking due permission.

**Maternity Leave**

Commvault Systems recognizes that some of the women employees may need to take time off for their confinement and post-natal care. All women employees who are regular, full time employees with the company can avail maternity leaves as mandated by the latest Maternity Benefit (Amendment) Act, 2017. In ordinary case women employees will now be able to get paid maternity leave of 26 weeks, up from 12 weeks, as per this new law. The entitlement of 26 weeks paid leave under the law is only for first two children.

Availing of Maternity Leave

A women employee desirous of maternity leave shall inform the respective Manager and HR, at least 3 months before the planned date of going on maternity leave. This is to enable enough time to make alternate work arrangements during the absence of the employee while on maternity leave.

**Paternity Leave**

For celebrating and fulfilling the family commitments on occasion of new born baby, the employee may take 5 days leave for paternity. However employee is expected to inform manager of expected dates of leave in at least 7 days advance.

Paternity leave cannot be carried forward and shall lapse at the end of the calendar year.

**Bereavement Leave**

In case of any bereavement in the immediate family, the employee may take 3 days leave for bereavement.

Bereavement leave cannot be carried forward and shall lapse at the end of the calendar year.

**General Rules for Applying for Leave**

* Leave of whatsoever kind must be sanctioned before it is taken. Such sanction cannot be assumed or taken for granted. All reasonable requests for leave will be entertained but no leave can be claimed as a matter of right even if it is due. It shall be granted keeping in view the exigencies of work. Absence without permission or sanction shall be without pay, regardless of whether leave is due or not.
* For availing leave, the employees must get the leave sanctioned at least two days in advance.
* In case due to reasonable reasons, such on medical grounds, prior sanction cannot be obtained, the leave application must be submitted within two days of resuming duty.
* The Management has the right and authority to refuse, alter, revise, curtail or revoke any leave at any time, as may be deemed necessary or expedient.
* An employee shall resume duty immediately on expiry of leave sanctioned to him unless extension has been applied in advance and sanctioned in writing by the Company. If sanction in respect of extension of leave is not received in time by the employee, it must be presumed to have been refused.

**EL Accumulation & Encashment**

* Unutilized EL (maximum 8 in a year) can be accumulated up to 45 days.
* In any reckoning period max 8 days of EL can be carried forward.

Example:

* If an employee has current balance of 45 EL and has another 12 EL unutilized between Jan 1 to Dec 31 then all unutilized 12 EL will get lapsed.
* If an employee has current balance of 40 EL and has another 8 EL unutilized between Jan 1 to Dec 31 then he/she accumulates only 45 EL as the other 3 EL would get lapsed.
* If an employee has current balance of 10 EL and has another 12 EL unutilized between Jan 1 to Dec 31 then he/she can carry forward only 8 EL and the EL balance left at the yearend would be 10 EL + 8 EL = 18 El

The EL encashment is calculated as the number of days EL (Leave) balance multiplied by the **gross salary** per day **(last drawn gross salary).** It is also calculated on number of working days. For better clarity and calculation purpose number of working days is kept fixed to 260 days per year. Accumulated 45 days EL can be encashed only at time of separation.

Amount paid against leave encashment would be taxable as per the prevailing Income Tax Rules and regulations.

The management has the right to make changes to the above policy in future for whatsoever reasons. However, any changes or amendments in the policy would be communicated to all employees.