



VINJEY Software Systems Pvt Ltd



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1 Purpose

The purpose of this Leave Policy ("Policy") is to provide a clear and comprehensive framework for managing various types of leaves, ensuring that all the employees of VINJEY Software Systems Private Limited ("Company", "VINJEY", "We", "Us", or "Our") are fully informed of their rights and responsibilities with respect to the availing their leaves during their employment with the Company. The Company aims to provide a fair and transparent approach to leave entitlements while ensuring operational efficiency across its business operations. This Policy also seeks to promote a healthy work-life balance for employees in accordance with applicable laws, including but not limited to: .

- (a) The Karnataka Shops and Commercial Establishments Act, 1961 ("S&E Act");
- (b) The Karnataka Industrial Establishments (National and Festival Holidays) Act, 1963 ("Holidays Act"); and
- (c) The Maternity Benefits Act, 1961 (MB Act).
- (d) The Code on Social Security, 2020 (SS Code)

as amended from time to time.

2 Scope

This Policy applies to all employees of Company, including but not limited to, the following categories:

- (a) Software Engineers
- (b) Project/Product Managers
- (c) Management (including Whole time Directors (WTD), Managing Director (MD), and Key Management Personnel (KMP))
- (d) Marketing and Sales Personnel
- (e) Human Resources Personnel
- (f) IT/Office Administration Staff
- (g) Finance and Compliance Personnel
- (h) Interns
- (i) Part time employees
- (j) and any other team members working in standard shifts or part time for the Company.

This Policy governs the administration of various categories of leave ("Leaves") made available by the Company to its employees during the course of their employment with the Company, which include:

- (a) Earned leave (EL)
- (b) Casual/Sick leave (CL/SL)

- (c) National and Festival Holidays
- (d) Maternity leave (ML)
- (e) Leave without Pay/Loss of pay Leave (LOP)

This Policy outlines the procedures for requesting and granting of specific Leaves, and conditions for the approval and use of such Leaves. The Policy may be revised from time to time to meet evolving operational needs of the Information Technology industry and in compliance with applicable legal requirements.

3 Earned Leave (EL)

- 1 Employees are entitled to one day of earned leave for every twenty (20) days worked in the previous year.¹
- 2 Employees shall submit a written application to the Manager and HR Personnel at least ten (10) days in advance before availing Earned Leave².
- 3 Maximum number of times Earned Leave can be availed in a calendar year is three. In case wherein an employee did not work for the full calendar year, it shall be restricted to a number less than 3 arrived at pro rata basis with rounding to nearest whole number³.
- 4 The Manager or HR Personnel can reject the application for earned leave on following grounds, which impact the business continuity⁴.
 - (a) Insufficient leave balance
 - (b) Failure to provide required documentation (e.g., leave application/approval, medical certificate)
 - (c) Dependencies other employees have during the leave period
 - (d) Non-completion of duties assigned
 - (e) Delay in the project deliverables to internal/external customers
 - (f) Operational requirements/exigencies or project deadlines
 - (g) The employee has a documented pattern of requesting earned leave at short notice without valid reasons, which has previously impacted team or project deliverables.
- 5 Earned Leave may be carried forward and accumulated up to a maximum limit of forty-five (45) days. Any Earned Leave balance beyond this cap shall lapse unless the same is due to rejection of leave application on the grounds of impact to business continuity⁵.
- 6 Unutilized Earned Leave cannot be used in lieu of Notice Period for employment⁶.

¹ Ref: Earned leave clause under Types of leave in SOP Note 18

² Ref: Intimation Period in SOP Note 18

³ Ref: Maximum number of times EL can be taken in SOP Note 18

⁴ Ref: Rejection of EL in SOP Note 18

⁵ Ref: EL Carry forward limit in SOP Note 18

⁶ Ref: SOP Note 18B

- 7 No deductions from the wages of the employee shall be made in case of employee availing Earned Leaves, which were duly approved by the Company to its satisfaction.
- 8 Earned Leaves are also referred to as Paid leaves, Privilege leaves, Annual Leave or Vacation leave in leave nomenclature.
- 9 Employees are encouraged to plan and communicate their Earned Leave well in advance (for example, six (6) months prior), to enable HR and reporting managers to incorporate such leave into project plans and roadmaps, thereby minimizing the risk of rejection due to short notice.
- 10 Employees are recommended to
 - (a) complete all duties assigned on time
 - (b) resolve any dependencies team members might have during the EL period well ahead of time
 - (c) ensure there are no delay in deliverables to internal/external customers on account of EL
 - (d) ensure operational requirements and project deadlines are take care adequatelyFailure to meet any of the above conditions can be used by the Manager to reject the EL application at any time before the EL commencement date, including approved EL.

4 Leave Encashment⁷

- 1 Upon resignation, retirement, or termination, employees shall be entitled to encash unutilized Earned Leave.
- 2 To minimize impact on business continuity, unused Earned leave more than 20 days is encashed at the end of each calendar year.
- 3 Leave encashment shall be calculated based on the employee's last drawn salary at the time of encashment without overtime and bonus components.
- 4 No encashment is applicable for unused sick/casual leave or maternity/paternity leave, except for scenario noted in (5)
- 5 If an employee is retrenched while on approved Sick Leave, the employee shall be entitled to encash both the approved Sick Leave and the Earned Leave balance.

⁷ Ref: Leave encashment in SOP Note 18

5 Casual and Sick Leave (CL/SL)

- 1 All full-time employees are entitled to one (1) day of paid casual or sick leave for each completed calendar month of service⁸.
- 2 All part-time employees are entitled to casual/sick leave on pro rata basis assuming a five-day work week. For example, an employee who works for two days a week will be entitled to 0.4 day per calendar month.
- 3 When period of employment in a calendar month is less than full month, casual/sick leave for that calendar month is calculated on pro rata basis. For example, a full-time employee who has joined on 16-Apr-25 would be entitled to 0.5 day of casual/sick leave for Apr-25.
- 4 CL is meant for personal emergencies, unforeseen requirements, or short personal obligations. Below is an example list reasons for taking casual leave
 - (a) Friends and Family Commitment: Attending family or social functions (e.g., weddings, funerals, parent-teacher meetings)
 - (b) Personal work: Visiting Government office, bank or any or institution that requires physical visit.
 - (c) Mental Health: Taking a day to rest and recover from stress and burnout.
 - (d) House relocation
 - (e) Support to friend or family member (E.g.: Hospital visits)
 - (f) Religious or Cultural Observances (E.g.: Holi)
 - (g) Medical reasons apart from sickness/accident (E.g.: Health Checkup)
- 5 SL is meant for absences due to sickness, injury and/or accident.
- 6 Employees may avail these leaves either in a single instance or in parts, subject to prior approval from their Manager or HR Personnel.

Employees may avail up to 2 days of Casual Leave per calendar month, subject to manager approval and workload requirements. In exceptional cases, additional days may be granted at the discretion of the Manager and HR, if justified. Casual Leave is intended for short-term, unforeseen, or urgent personal needs, and should not be used for planned long vacations.
- 7 It is highly recommended that Employees submit a written leave application to their Manager and HR Personnel at least ten (10) days in advance before availing such leave, except in cases of emergency or unforeseen circumstances.
- 8 In case of emergencies or unforeseen circumstances, the employee must inform the Company and submit the leave application as soon as practicable⁹.
- 9 For absences due to illness exceeding two (2) consecutive days, a valid medical certificate must be submitted to the HR department. The Company reserves the right to request a medical certificate for any leave taken on health grounds¹⁰.

⁸ Ref: CL + SL ≤ 12 days in SOP Note 18

⁹ Ref: Intimation Period in SOP Note 18

¹⁰ Ref: Medical Certificate in SOP Note 18

- 10 Casual and sick leaves are non-cumulative; any unused leave at the end of the year will lapse and cannot be carried forward or encashed.
- 11 No deductions shall be made from the wages of employees for approved casual or sick leave, provided the leave is within the entitled balance and has been duly sanctioned by the Company.

6 National, Regional and Festival Holidays

- 1 The Company recognizes following national holidays, which are mandatory and will be observed by all employees in accordance with the Karnataka Industrial Establishments (National and Festival Holidays) Act, 1963¹¹:

- (a) Republic Day – 26th Jan
- (b) Independence Day – 15th Aug
- (c) Gandhi Jayanti – 02nd Oct

- 2 The Company recognizes following regional holidays¹²:

- (a) Labour Day – 01st May
- (b) Karnataka Formation Day – 01st Nov

- 3 In addition to the above, the Company will provide five (5) festival holidays each calendar year, selected from the list of holidays specified in the Schedule to the Holidays Act. The specific dates for these festival holidays will be determined annually in December for the following year, through consultation between employee representatives and Company management¹³.

The approved list of festival holidays will be circulated as an Annexure to this policy before the start of each calendar year.

- 4 Employees whose names appear on the electoral roll for Lok Sabha or State Legislative Assembly elections will be granted a paid holiday on the relevant polling day to enable them to exercise their right to vote, as mandated by law¹⁴.

- 5 When an employee works on any national, regional or festival holiday, employee shall be entitled to one of the following

- (a) twice the normal wages; or
- (b) normal wage and a compensatory off holiday

at the discretion of the employee¹⁵.

¹¹ Ref: SOP Note 1

¹² Ref: SOP Note 1

¹³ Ref: SOP Note 1

¹⁴ Ref: SOP Note 2

¹⁵ Ref: SOP Note 5

7 Maternity Leave

- 1 Female employees who have completed at least 80 days of service with the Company in the 12 months immediately preceding the expected date of delivery are entitled to maternity benefits under the Maternity Benefit Act, 1961 (as amended in 2017).
- 2 Duration of Maternity Leave: -

Eligible female employees are entitled to 26 weeks of paid maternity leave for the birth of their first and second child. Of this, up to 8 weeks may be availed before the expected date of delivery, with the remaining to be taken after childbirth.

For the third child and beyond, the entitlement is 12 weeks of paid maternity leave, with up to 6 weeks allowed before the expected date of delivery and the balance after childbirth.
- 3 Female employee who adopts a child less than 3 months old (Or) who is a commissioning mother (biological mother who uses her eggs to create an embryo implanted in another woman) are entitled to maternity leave of 12 weeks from the date the child is handed over to the mother¹⁶.
- 4 Employees must notify their Manager and HR, of their pregnancy and intended leave dates at least 8 weeks before the commencement of their maternity leave, wherever possible. The leave application must be submitted in writing using the prescribed Form D as per the Maternity Benefit Act, 1961. A duly filled and signed Form D should be provided to HR for processing and record-keeping¹⁷.
- 5 Employees availing maternity leave shall be paid 100% of their regular salary, calculated as per the average daily wage in the three (3) months preceding the leave¹⁸.
- 6 Employees are entitled to a medical bonus as prescribed by law (currently Rs. 3,500), unless the employer provides free pre-natal and post-natal care¹⁹.
- 7 The wages for the period preceding delivery shall be paid on submission of the required form and medical proof (Form B Medical Certificate).

Wage payable for the period after delivery shall be paid within 48 hours of providing proof of delivery. Proof of delivery is one of the following
 - (a) Certificate issued in Form B of MB Act, or
 - (b) Certified extract of the birth registerMedical bonus will be paid along with the second instalment (after delivery). For the payments made, receipts would be collected in Form E of MB Act²⁰.
- 8 If a female employee wishes to forfeit her entitlement to paid maternity leave, she must provide written notice to HR stating her reasons. However, a minimum of six

¹⁶ Ref: eligibility clause of SOP Note 2

¹⁷ Ref: SOP Note 3

¹⁸ Ref: Wage payment during benefit period clause of SOP Note 2

¹⁹ Ref: SOP Note 8

²⁰ Ref: SOP Note 4

- weeks' paid leave after delivery, miscarriage, or medical termination of pregnancy is compulsory and cannot be forfeited²¹.
- 9 In the case of miscarriage or medical termination of pregnancy, the employee is entitled to six weeks of paid leave upon submission of medical proof (Form B (Proof of Miscarriage/Medical Termination)).
- Wages for the period of such leave will be paid within 48 hours of production of medical proof²².
- 10 In case of tubectomy operation, 2 weeks of paid leave is provided upon production of medical proof. Wages for the period of such leave will be paid within 48 hours of production of medical proof²³.
- 11 In case of illness arising from pregnancy, delivery, premature birth, miscarriage, or medical termination, an additional one month of paid leave may be granted, subject to medical certification²⁴.
- 12 Upon completion of maternity leave, employees are entitled to return to their original or an equivalent position with the same pay and benefits. Termination or alteration of service conditions during maternity leave is prohibited, except for gross misconduct.
- 13 The Company will comply with additional statutory requirements, such as providing and nursing breaks as per the MB Act.
- 14 All relevant statutory forms as per the Maternity Benefit Act i.e., Form-B, C, D, E, G and H, will be made available to female employees as part of the employee handbook or through HR, free of cost.
- 15 Maternity leave and benefits are governed by the Maternity Benefit Act, 1961 (Or) Code on Social Security, 2020, as applicable. Denial of maternity benefits is a legal offence and may attract penal consequences such as fine, imprisonment or both²⁵.

8 Paternity Leave

- 1 Male employees, who have completed at least one month of continuous service with the Company, are entitled to 15 days of paid paternity leave, which shall be taken within 4 weeks following the birth of their child otherwise the same shall be treated as lapsed.
- 2 Employees shall inform their supervisor of their intended leave dates, based on the expected delivery date of their child, at least 2 weeks in advance.
- 3 Employees availing their Paternity leave(s) shall be paid at 100% of their regular salary.
- 4 Upon completion of the Paternity Leave(s) period, such employees are entitled to resume their original or a comparable position in the Company, which was before availing their Maternity Leave(s), with equivalent pay and benefits.

²¹ Ref: SOP Note 5

²² Ref: SOP Note 10

²³ Ref: SOP Note 11

²⁴ Ref: SOP Note 12

²⁵ Ref: SOP Note 22

9 Loss of pay Leave

- 1 In cases where employees exhaust all their available Leaves entitlements, in exceptional circumstances, loss of pay leave may be requested by such employee to the Company.
- 2 Loss of pay leave(s) may be granted to the employee at the sole discretion of the Company, subject to its satisfaction, operational requirements and Business exigencies.
- 3 Employees requesting loss of pay leave must complete all formalities, including submitting a written request to their Manager and HR, at least ten (10) days in advance, unless an emergency arises.
- 4 The management of the Company shall have the right to seek appropriate proof of the reason provided by the employee for such leave(s) to give its approval for the same.

10 Periodic Review and Amendment

- 1 The Leave Policy shall be reviewed annually in December of each calendar year. During this period, Human Resource Personnel will invite suggestions and proposed amendments from both employees and management regarding the following topics:
 - (a) List of grounds on which EL applied with a notice period of 10 days or more can be rejected. This goes to Section 3(4).
 - (b) Maximum number of times EL can be taken in a calendar year (subject to a minimum of 3). This goes to Section 3(3).
 - (c) Conditions in which employer will seek medical certificate for SL under Rule 10. This goes to Section 5(9).
 - (d) Leave encashment threshold. This goes to Section 4(2).
 - (e) Any special clauses for Management Personnel of the Company. This goes to Section 2(c).
 - (f) Any facilities provided by the Company over and above limits defined by the law. Any changes in relation to this will go to Section 18.
 - (g) Example list of reasons for which CL can be taken. This goes to Section 5(4).
 - (h) List of festival holidays for the upcoming year. This is based on Section 6(3) and details of the holidays will go to Schedule-A of the policy.
- 2 The Company reserves the right to review and amend this Leave Policy, to ensure that it complies with legal requirements and meets Business needs and standards.
- 3 In exceptional circumstances like during public health emergencies or business-critical situations, the Company may modify this Policy to accommodate the operational and Business needs of the organization.
- 4 Any employee aggrieved with the policy and its impact on him/her, can submit request for amendment to this Policy to the HR Personnel in writing.

- 5 Amendments are subject to review by representatives from Employee and Management side. An amended version that is mutually agreed upon by the Employee and Management representatives shall come into force from the date on which signatures are affixed by the representatives on both sides in the amended policy.

11 Leave Request Procedure

- 1 All Leaves requests must be submitted by the Employee through the prescribed mode (email or HRMS, as applicable) to the Reporting Manager for approval following the guidelines as mentioned in the Policy.
- 2 Employees shall submit leave requests at least ten (10) days before the intended leave date or at any other date as specified in the Policy. In cases of medical emergencies or unforeseen situations, the Employee shall notify their Reporting Manager at the earliest opportunity and regularize the leave by submitting a formal request as soon as practicable.
- 3 All Leaves requests shall be reviewed and approved based on operational needs and satisfaction of the management of the Company. The employees will be notified of approval or denial of their leave request.
- 4 The Company may request supporting documentation for specific types of leave, including sick leave (medical certificates).
- 5 Leave applications may be disapproved in the following cases:
 - a Insufficient leave balance
 - b Operational exigencies or project deadlines
 - c Failure to provide required documentation (e.g., medical certificate)
 - d Pattern of frequent short notice leaves without justificationThe Company shall communicate the reason for disapproval wherever feasible.

12 Weekly Off Policy

- 1 All employees shall be entitled to one (1) weekly off, which will typically be Sunday.
- 2 The designated Weekly Off may vary based on the Employee's role, shift timing, and specific departmental needs, and shall be communicated in advance by the Reporting Manager.
- 3 The Management reserves the right to reschedule or modify the assigned Weekly Off in the event of business exigencies, special events, client demands, or peak operational hours. In such cases, Employees shall be informed of the change in a reasonable time frame.
- 4 Any request for a change in the assigned Weekly Off by an Employee must be routed through the Reporting Manager and will be considered subject to business feasibility and prior approvals.

13 Working Hours and Leave Policy

- 1 Section 6 of Employment Agreement provides details on
 - (a) Working Hours (8 hours excluding designated break times)
 - (b) Daily and Quarterly Overtime limit and
 - (c) Pay for overtime.
2. Employees needing a short break (less than 4 hours) during the working hours can get the same with approval from Project Manager in writing. These short breaks should be compensated by working beyond the regular working hours with an amount equal to the break period on the same day.
3. For reasons beyond the employee's control, when the short breaks goes beyond 4 hours, said day would be treated as Casual Leave and Employee is not required to put in compensatory working hours.
4. Employees who works in weekly holiday in part or full shall be provided with equivalent time off during the working days.

14 Compliance with Statutory Requirements

- 1 The Company is committed to adhering to all applicable labour laws and regulations concerning leave including but not limited to
 - (a) The Karnataka Shops & Commercial Establishments Act, 1961
 - (b) The Karnataka Industrial Establishments (National and Festival Holidays) Act, 1963
 - (c) The Maternity Benefits Act, 1961 (until repealed or superseded)In cases where this policy conflicts with local or statutory leave requirements due to change/amendment in applicable laws, the statutory laws shall prevail.
- 2 The Company acknowledges that failure to provide statutory leaves or benefits (such as maternity leave, earned leave encashment, or sick leave) may result in penal consequences from the applicable law. HR Personnel of the Company is responsible for ensuring that
 - (a) Company's leave policy always adheres to applicable laws.
 - (b) Full and faithful implementation of leave policy.
 - (c) Maintain all records and registers related to leave and attendance in the prescribed electronic form as outlined in the Company's Standard Operating Procedure from time to time.

15 Disciplinary Action for Unauthorized Leave

- 1 Any unauthorized absenteeism from work or failure to follow the leave request procedures may lead to disciplinary action.

- 2 The Company may deduct salary of the employees for any unapproved leave, issue warnings, or take other disciplinary actions in line with the Employment Appointment Letter or any other Company's policy.
- 3 Persistent unauthorized leave or absences will be reviewed and may result in further action, including suspension or termination of employment of such employee with the Company.

17 Additional Benefits

- (1) The Maternity Benefit Act, 1961, is statutorily applicable only to establishments employing ten or more employees in the preceding twelve months. However, the Company extends maternity benefits to eligible employees irrespective of whether this threshold has been met, thereby providing enhanced support beyond the minimum statutory requirement.
- (2) While paternity leave is not mandated under Indian labour law, the Company offers paternity benefits as part of this policy to support employees during significant family events.
- (3) Although the Karnataka Shops & Commercial Establishments Act, 1961 and other national labour laws permit a six-day work week, the Company's policy, as outlined in the Section 6 of Employment Agreement, does not require employees to work on Saturdays. This provides employees with a more balanced work schedule and additional rest, exceeding statutory norms

For **VINJEY Software Systems Private Limited.**,

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