Leave Policy
Vital Wires - India
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Introduction

This document is a summary of leave benefits offered by Vital Wires. This will be reviewed and modified periodically. This leave policy is applicable from the date of confirmation of an associate to the services of the company. People on probation are not entitled to any privileged leaves during the probation. If you have any questions about this information please contact HR.

Privilege Leave

- Employees of Vital Wires can earn leave by accruing it monthly.
- Leave accrues at 1.5 days per month (equivalent to 18 days of leave per calendar year, pro-rated from the date you start employment through December 31 of that calendar year).
- Beginning from first January of your employment, you are eligible to accrue 18 days of leave between January 1 and December 31 (at the rate of 1.5 days per month) of that year.
- We believe in healthy work life balance and encourage everyone to take vacation. An associate can plan a vacation with minimum 2 weeks notice with approval from their team’s Project Manager or HR Manager. During the vacation period holidays observed by the company and weekends will not be counted as leave. You are urged to use your leave in the year it has accrued.
- Any other leaves taken with less than 2 weeks of notice will includes weekends/holidays between two leaves. Weekends/Holidays in between illness period of an associate will be counted as leaves unless a medical certificate is submitted within one week of resuming services.
- You are urged to use all your accrued leaves during a calendar year, only in special circumstance your accrued leaves may get rolled over subject to the approval of HR. During December you should contact HR regarding leave roll over.
- Rolled over leaves from past years will not be encashed or adjusted against notice period during exit from the company.

Scheduling and Tracking

- It is necessary that leaves are scheduled in advance and in a manner that balances both the individual’s desire for leave and company’s need for appropriate coverage on teams and projects.
- Associates on delivery teams should schedule leave with the approval of their team’s Project Manager.
- All other associates should get approval from HR.
- Leave schedule needs to be included and updated in HR Records by HR manager or Project Manager.
- Because it is not a certainty that all your leave requests will be granted, it is strongly recommended that you obtain approval for leave plans prior to making travel bookings.
- Out of courtesy to your co-workers, please notify your Project Manager or Career Leader immediately of any change in leave plans.

Holidays

In addition to the National Holidays as stipulated by the Government of India you are also entitled for leaves on prominent festivals. You can refer to Vital Wires-Holidays list available on Intranet.
Leaves of Absence

Matrimonial Leave

- Associates who have spent at least an year with company are eligible for an additional five days leaves pertaining to their marriage. Vital Wires requests that you notify your Program Manager or HR in writing, as early as possible, of an intention to take matrimony leave.

Maternity Leave

- ML will be granted in accordance with the provisions of the Maternity Benefit Act.

Paternity Leave

- All male associates who have spent at least an year with the company can receive up to 5 paid days under Vital Wires's paternity leave policy. Paternity leave must be taken within 6 months of the birth/adoPTION of the child.

Personal Leave of Absence

- A personal leave of absence is unpaid. Vital Wires -authorized period of absence from the job is up to 15 days. An additional 15 days of personal leave may be granted upon approval from your Program Manager / HR.
- Vital Wires may allow a personal leave of absence for unique or extraordinary reasons that do not fit within the other types of leave offered.
- After one year of continuous employment, all Vital Wires full-time associates are eligible to file a request for a personal leave of absence. Any associate requesting a personal leave of absence must file a written request with his or her program manager with a prior notice period of minimum 15 days.
- A personal leave of absence is granted at the sole discretion of the organization and Vital Wires reserves the right to refuse requests for personal leave. The decision to grant a personal leave will be based on the business needs of Vital Wires, the person's tenure with Vital Wires, the person's recent performance/contributions, and the reason for the requested leave.
- For confidentiality reasons, a leave of absence will NOT be granted to allow an associate time off to start his/her own business, seek employment elsewhere, or to work for another employer (a possible exception is for work for a concern organized as a non-profit).

Educational Leave of Absence

- An educational leave of absence is unpaid. Vital Wires -authorized period of absence from the job in order to complete work towards a degree on a full time basis.
- An education leave of absence is granted at the sole discretion of the organization and Vital Wires reserves the right to refuse requests for Educational leaves. The decision to grant an educational leave will be based on the business needs of Vital Wires, the person's tenure at Vital Wires, the person's recent performance/contributions, and the value the further education will bring to Vital Wires and the person.
- Any full-time Vital Wires associate, who has satisfactorily completed at least three years of continuous employment, is eligible to apply for an educational leave.

Those awarded an educational leave must agree to provide Vital Wires with one year of productive service for each year of educational leave requested.
Bereavement Leave

It is Vital Wires’s policy to grant paid time off from work to associates for the death of a blood relative. Associates are eligible for up to five days leave, if necessary, in the event of the death of an immediate family member (defined as parents, grandparents, siblings, spouse and children).

Project Based Leave Policy

Apart from the company wide leave policy described above; there may be very special project situations where a Program Manager may propose a project specific leave policy. However it is necessary for the PM to first consult HR Head and once agreed upon; inform the project team in advance.

In case of our associates working with project teams of our outsourcing clients, clients leave policy applicable on that project overrides other guidelines. All leaves taken during that period is adjusted against an appropriate type of leave at Vital Wires.