

LEAVE POLICY	Version 2.6
V2SOFT_LEAVE POLICY	Date: 1- Aug-2025

Policy ID:	V2SOFT_LEAVE POLICY
Name:	LEAVE POLICY
Version #:	2.6
Author	Nidhi Laskar

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REVISION HISTORY

VERSION #	RELEASE DATE	AUTHOR	DETAILS OF CHANGES	REVIEWED BY	APPROVED BY
1.0	1-Dec-2015	Kamalakar	Initial Document	Archana	D. S. Srinivas
1.1	1- Sep-2016	Kamalakar	Added -Bereavement Policy and updated version control	Archana	D. S. Srinivas
1.2	9-Jan-2017	Kamalakar	Added-Holiday list for 2017	D.S Srinivas	D.S.Srinivas
1.3	24-Apr-2017	Kamalakar	Amended Maternity Leave, Leave updating on the Payroll	D.S Srinivas	D.S Srinivas
1.4	15-Dec-2017	Kamalakar	Added- Holiday list for 2018	D.S Srinivas	D.S Srinivas
1.5	3 - Jan-2018	Kamalakar	Leave encashment clause amended	Archana	D. S. Srinivas
1.6	5- June- 2018	Nidhi Laskar	Avialbality of Leave Balance details on EIP portal, Header & Footer Updated	Archana	D. S. Srinivas
1.7	15- Oct-2018	Nidhi Laskar	Change in Holiday for 18 th & 19 th October updated	Archana	D. S. Srinivas
1.8	28-Dec-2018	Nidhi Laskar	2019 Holiday list updated, LMS tool	Archana	D.S.Srinivas
1.9	4- Dec – 2019	Nidhi Laskar	2020 Holiday list updated , Maternity leave updation for miscarriage, Paternal leave addition , Leave updation process	Archana	D.S.Srinivas
2.0	22-12-2020	Aravindan Santhanam	2021 Holiday List updated, Change in Maternity leave Clause, Change in Leave Structure EL, SL/CL and Marriage Leave, Refining EL Encashment process, Changes in Leave availing pattern, Combined leaves	Nidhi Laskar	Raman Arumugam
2.0	03.08.2021	Aravindan Santhanam	Reviewed, no changes	Nidhi Laskar	Raman Arumugam
2.1	08.10.2021	Aravindan Santhanam	Updated EL for employees deployed at Client location	Ramprashanth. N	Raman Arumugam

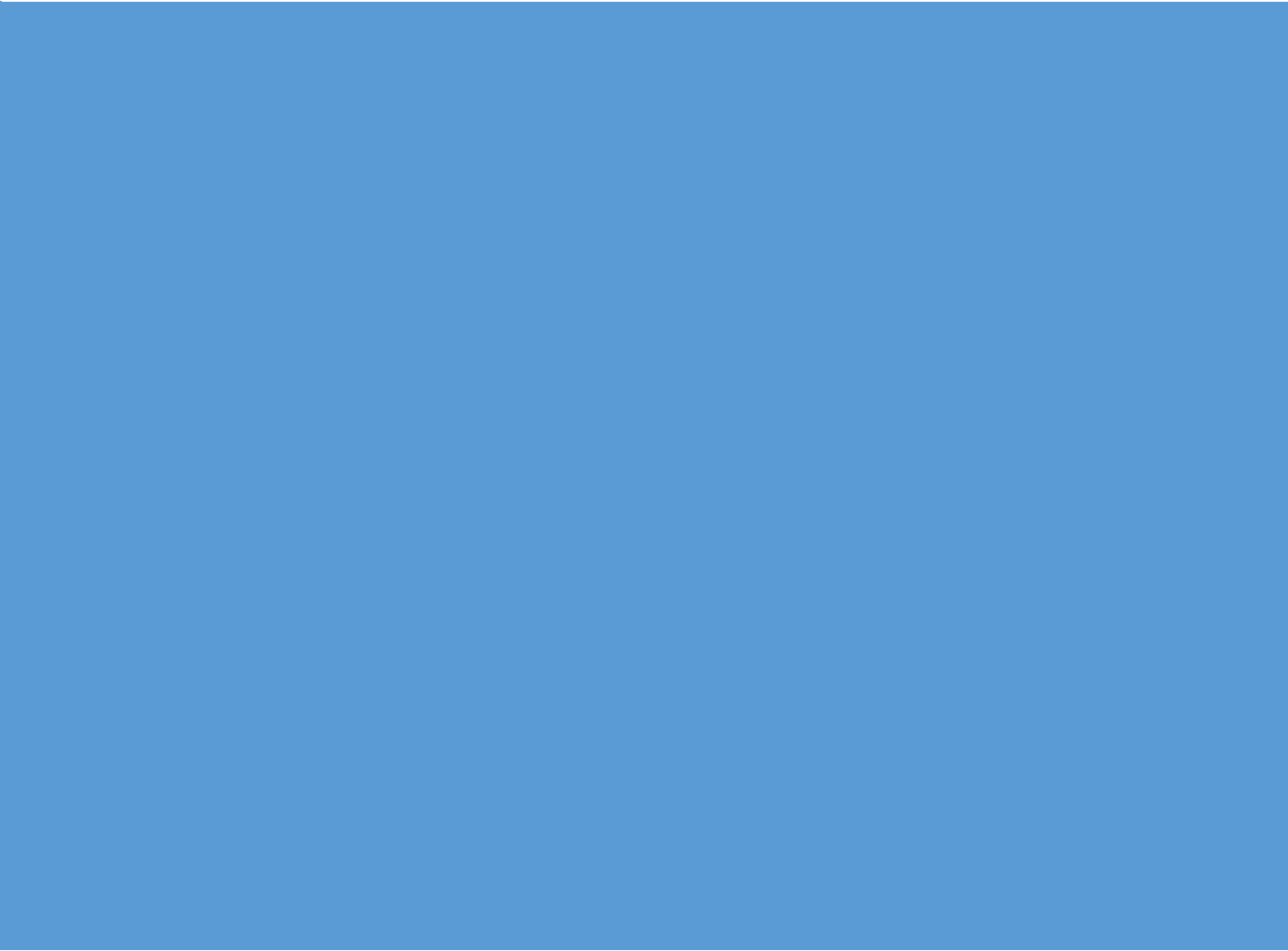
LEAVE POLICY	Version 2.6
V2SOFT_LEAVE POLICY	Date: 1- Aug-2025

2.2	28.12.2021	Aravindan Santhanam	Holiday List Updated for 2022	Ramprashanth. N	Raman Arumugam
2.3	20.12.2022	Aravindan Santhanam	Holiday List Updated for 2023	Nidhi Laskar	Vema Radha
2.4	30.11.2023	Nidhi Laskar	Holiday List Updated for 2024, Introduction of Flexi Holiday, Leave approval email process flow, Removal of clause to club EL & CL/SL leave	Nidhi Laskar	Vema Radha
2.4	14 -06-2024	Nidhi Laskar	Reviewed No changes	Sunil Behera	Sunil Behera
2.5	11-07-2024	Nidhi Laskar	Beravement leave detailed on the relationship the leave is applicabale.	Sunil Behera	Sunil Behera
2.6	1-08-2025	Nidhi Laskar	Flexi leave type excluded	Sunil Behera	Sunil Behera



2025

VERSION 2.5



LEAVE POLICY	Version 2.6
V2SOFT_LEAVE POLICY	Date: 1- Aug-2025

Table of Contents

Leave Policy 2024.....	5
Public Holiday List 2024	5
Flexi Leave List 2024.....	5
Flexi Leave policy.....	5
Vacation Policy.....	7
Earned Leave	7
Sick Leave/Casual Leave.....	8
Marriage Leave	9
Maternity Leave	9
Paternity Leave.....	9
Compensatory Leave	9
Bereavement Leave.....	9
Leave Procedure	10

LEAVE POLICY	Version 2.6
V2SOFT_LEAVE POLICY	Date: 1- Aug-2025

V2SOFT LEAVE POLICY

INTRODUCTION

V2Soft currently offers its employees a number of benefits as part of its total compensation package. As set forth in this section, employee benefits may vary depending on an employee's status as a **Full Time Employee, Trainee or Contract employee**. V2Soft reserves the right to add to modify or terminate employee benefits at any time.

PUBLIC HOLIDAYS

HOLIDAYS: All full-time, Trainees and contract employees will receive their regular straight time compensation for Ten days . V2Soft recognized holidays.

This policy is not applicable for V2Soft Employees deployed at Clients office.

Bangalore-Mysore offices Holidays				Chennai office Holidays			
SI #	DATE	DAY	HOLIDAY	SI #	DATE	DAY	HOLIDAY
1	14-01-2025	Tuesday	Sankranti	1	14-01-2025	Tuesday	Pongal
2	31-03-2025	Monday	Ramzan	2	31-03-2025	Monday	Ramzan
3	18-04-2025	Friday	Good Friday	3	14-04-2025	Monday	Tamil New Year
4	01-05-2025	Thursday	Labour Day	4	01-05-2025	Thursday	Labour Day
5	15-08-2025	Friday	Independence Day	5	15-08-2025	Friday	Independence Day
6	27-08-2025	Wednesday	Ganesha Chaturthi	6	27-8-2025	Wednesday	Ganesha Chaturthi
7	01-10-2025	Wednesday	Ayudha Pooja	7	01-10-2025	Wednesday	Ayudha Pooja
8	02-10-2025	Thursday	Gandhi Jayanthi	8	02-10-2025	Thursday	Gandhi Jayanthi
9	22-10-2025	Wednesday	Diwali	9	20-10-2025	Monday	Diwali
10	25-12-2025	Thursday	Christmas	10	25-12-2025	Thursday	Christmas

US Recruitment, US HR, Sales & Finance (US Support), Marketing and Proposal Team Holidays			
SI #	Date	Day	Holiday
1	01-01-2025	Wednesday	New Year's Day
2	20-01-2025	Monday	DR. Martin Luther King Day
3	18-04-2025	Friday	Good Friday
4	26-05-2025	Monday	Memorial Day
5	04-07-2025	Friday	Independence Day
6	01-09-2025	Monday	Labor Day
7	27-11-2025	Thursday	Thanksgiving Day
8	28-11-2025	Friday	Day After Thanksgiving
9	24-12-2025	Wednesday	Christmas Eve
10	25-12-2025	Thursday	Christmas

LEAVE POLICY	Version 2.6
V2SOFT_LEAVE POLICY	Date: 1- Aug-2025

VACATION POLICY

The following leave rules are applicable to all the employees of the V2Soft subject to precedence of any laws of India.

- The leave year of the Company is from 1st January to 31st December. Details are mentioned in each leave type below
- Leave must be submitted through email and due sanctions/approvals must be obtained before proceeding with the Leave as per the leave approval process
- Employee shall send the leave request email to the respective reporting manager & HR - hr@v2softindia.com
- An employee is entitled to avail the below leaves in a calendar year:

LEAVE STRUCTURE

Leave / Vacation Type	# of leaves	Max Carry Forward Days
Earned Leaves	15	30*
Sick Leave/Casual Leave	12	NA
Marriage Leave*	5	NA
Maternity Leave*	6 months	NA
Paternity Leave*	2	NA
Bereavement Leave	3 (For immediate family members)	NA

NOTE: Whenever the office is closed due to untoward incidents Viz. Bandh, Strikes, Election and Natural Calamities the Employees are required to Compensate the same on a Weekend or on a Holiday.

Earned Leave (or EL in short)

- All employees are entitled for 15 days of earned leave during the Calendar Year (i.e. January – December).
- 1.25 Days of Earned leaves will be credited every month for existing Employees.
- If an Employee joins before 15th of any month, he/she will be eligible for 1.25 Days of Leave for that Month.
- If an Employee joins after 15th of any month, he/she will not be eligible for 1.25 Days of Leave for that month.
- An employee taking EL on a day before and after the weekend will be subjected to a leave period of 4 days.

LEAVE POLICY	Version 2.6
V2SOFT_LEAVE POLICY	Date: 1- Aug-2025

- Earned Leaves balance if any, can be carry forwarded to the next calendar year. Maximum 30 Days of Leaves can be accumulated. Accrual of leaves greater than 30 Days will be encashed at the end of the Calendar year.
- Earned leave encashment is not applicable for V2Soft employees deployed at Client location.
- Employees are eligible for Leave Encashment after their exit, only based on below criteria
 - i. Regular (Permanent) Employee should have completed 1 year of service excluding notice period with V2Soft
 - ii. Employee should serve the entire notice period
 - iii. No leaves to be taken during notice period
 - iv. Notice period can't be compensated against pending leaves
 - v. Leave Encashment will be only on Basic salary
 - vi. Not applicable for V2Soft employees deployed at Client location

Note: Any deviation to the above process will be at the decession of Director's approval

Additional Earned leaves will be provided for Employees completing 3.5 years and above. 3 Extra leaves (apart from regular 15 days per year) will be added the month they complete 3.5 years of service.

Earned Leave Entitlement	
Years worked	# of leaves
3.5 years & above	18 days

Sick Leave and Casual Leave (or SL/CL in short)

- All employees are entitled **for 12 days of Sick/Casual leave** during the Calendar Year (i.e. January – December)
- 1 Day of Sick leave/Casual leave will be credited every month for existing Employees.
- If an Employee joins before 15th of any month, he/she will be eligible for 1 Day of Leave for that Month.
- If an Employee joins after 15th of any month, he/she will not be eligible for 1 Day of Leave for that month. .
- Sick Leave/ Casual Leave can't be carried forwarded to next calendar year nor it can be encashed.

LEAVE POLICY	Version 2.6
V2SOFT_LEAVE POLICY	Date: 1- Aug-2025

Marriage Leaves

All V2Soft regular Employees after having completed 1 year of service with V2Soft and getting married will be eligible for Marriage Leave of 5 working days as per the policy.

Marriage Leave cannot be used/adjusted for any other purpose.

Maternity Leaves

Any Regular V2Soft Employee upon confirmation of probation period and **completion of 80 days** of full time service will be eligible for **6 months** of paid maternity leave.

The Paid leave will be full salary paid every month. Any leaves beyond 6 months will be treated as Leave without Pay.

In case of miscarriage or medical termination of pregnancy, employee is entitled to **six weeks** of paid maternity leave.

Paternity Leave

Any regular Employee completed 1 year of service with V2Soft will be eligible for 2 days of paid leave for first two children.

Compensatory Leave

Any regular Employee with prior approval of Reporting Manager when working on a National Holiday or Weekends will be eligible for Compensatory leave.

Compensatory leave cannot be carried forwarded or encashed.

Bereavement Policy (Death in the Family)

3 days paid off for Immediate Family (Spouse, Children,Siblings, Parents, Mother-in-law & Father-in-law).

LEAVE POLICY	Version 2.6
V2SOFT_LEAVE POLICY	Date: 1- Aug-2025

Work Timings

- The work Timing is defined as 9 hours per day from your log in time with a 1 hour break in between.
- All employees have to work not less than 8 hours in a day excluding breaks and average of not less than 40 hours in a week.
- If the employee has worked less than 40 hours for the week; the Half Day Leave will be applicable in the days where he has worked less than 8 hours for every 4 hour less worked.

Ex. If an employee have worked only 38 hours for the week; he / she will be marked Half Day Leave for the week and if the employee have worked only for 35 hours, he will be marked one Full Day leave for the week.

NOTE: Any additions or changes to the policy will be updated by the Management and communicated to the Employees during the year.

Procedure and Guidelines

For Planned leave:

- Employee has to apply for leave on LMS (V2Connect) and shall send the leave request email to the respective reporting manager, with a CC to HR - hr@v2softindia.com.
- All planned leaves have to be approved **one week in advance**.
- Employee has to ensure, there is backup resource identified and task are taken care during his/her absence.
- Leave Balance details are avialble on the LMS for information of the employees.
- Once the leave is approved by reporting Manager, the same will be updated in HR records. The reporting manager shall ensure that not many people are taking leaves at the same time
- If any last **minute extension of planned leave** (more than once), **will be considered as LOP**

For Sick / Emergency /unplanned / Casual Leave:

- Employee has to intimate his/her supervisor – TL/PM & HR through Phone or email before their shift time, specify reason for leave and duration.
- Also the employee needs to intimate any pending tasks to be taken care for that day.

LEAVE POLICY	Version 2.6
V2SOFT_LEAVE POLICY	Date: 1- Aug-2025

- Unplanned leave without intimation to TL/PM/HR – if defaulted twice, will be considered as **LOP**.

Any leaves taken with **negative figure will be considered as LOP** in that particular month.

Unauthorized Absence

- The company suffers, if employees abstain from their duties without notification and prior approval from the delegated authorities power to grant leave. Therefore, unauthorised absence is treated as an act of misconduct.
- An employee found absent from his/her duty without notification or approval will be treated as guilty of misconduct of unauthorised absence notwithstanding that such an employee may have leave due to his credit, the unauthorised absence will not be adjusted against leave to credit of the employee post-facto, and be treated as unauthorised absence from work and will be liable to deduction of the wages for the days not worked.
- Repeated or frequent absence (an act repeated by employee more than 2 times in a month) from work will make the employee liable for disciplinary action.
- HR to initiate disciplinary action for Non-intimation / late intimation of leave by employee.

Emergency leave:

An employee is entitled to Emergency unpaid leave. The leave can be availed due to below reasons:

Personal illness, Injury, Surgery, Any other medical emergency, Death in the family

Note: Emergency Leave has to be approved by the Director. Employee has to provide relevant documents to the HR