

Leave Policy

This is a summary of leave offered by Marquistech. These policies will be reviewed and modified periodically. When using this Policy, please remember that while we have attempted to make it as comprehensive as possible, there might arise situations which are not dwelt upon and hence you might need to seek assistance from your Manager or Human Resources ("HR"). Marquistech reserves the right to modify this policy as per business requirements.

The following shall govern the leave policy for employees of Marquistech and its associated companies within India. Employees serving abroad are separately governed by leave policy laid down for each country they are stationed in.

Marquistech recognize the need for employees to take short period of time off necessitated by civic responsibility, death or serious illness in the family and avail themselves of absence from work for rest, recreation and recoupment.

Leave Entitlement:

- A total of 22 days leave will be considered as annual paid leave for every completed year of service - 1.83 days leave is earned per calendar month of service.
- Annual leave less than 22 days can be carried forward till the period of 2 years.
- Working Hours Monday to Friday - 9:45 am to 6:15 pm. Saturday (9:45am to 1 Pm)
- Only 3 late marks and early leaves are considered.
- Late marks will be considered after 10:15 am. And for early leaving need to complete minimum 7 Hours.
- Leave and comp off cannot be encashed in any circumstances. Leave has to be availed.
- Availing leave is not encouraged during the probation period (6months). There is no paid leaves in Probation period. However, leave is earned during this period. In extreme emergencies, with the approval of the Manager, leave can be sanctioned
- Plan your annual leave accordingly. Unplanned leaves are not encouraged, and such incidence should not occur regularly (up to 2 incidence is acceptable on account of sickness/last minute plan). Continuous leave for more than 5 days should be avoided.
- Leave can be refused in exigency of work.
- Leave cannot be claimed as a matter of right.
- **Incase Leaves taken during probation period (6 months' probation period) Salary will be deducted accordingly.**

- Please find the calculation below for the opening leave balance of the calendar year, in case if he/she joins in mid of the year:

$$\begin{array}{rcl} 22 \text{ (No. of Annual Leave)} & \times & 5 \text{ months (No. of months} \\ \hline 12 \text{ (Total No. of months in a year)} & \text{served till December)} & = 9 \text{ Days} \end{array}$$

For e.g. Employee joining on 1st August, his opening leave balance on 1st January, of the following year will be 9 days which will be carried forward for next year if not availed.

- Leaves and comp off cannot be adjusted against notice period.
- Leaves availed during notice period either may extend the notice period or **salary will be deducted accordingly.**
- Availing leave will be planned within the year must be under consultation with respective Managers.
- Respective department Manager will plan the leave to be availed by his team to facilitate smooth functioning of the department.
- Leave application to be given to the respective Team leads or Managers before proceeding on leave and prior sanction to be obtained except in extreme emergencies.
- In case if employees applies any leave on the first and last working days of the work week and then combined with a holiday or a weekend results in treating the weekend/holiday as a leave day.

i.e If your week off is on Saturday and Sunday and you have taken leave on Friday and Monday then it will be counted as four day leave.
- Leave notification must be in email to lead / manager and copy to leave@marquistech.com . Leave availed, Half days taken during the span of a time sheet (weekly / monthly) should be recorded in time sheet as well.
- In emergency, intimation to be given by sms / phone or any other means to respective Marquistech team lead before the commencement of the day's work or within the first hour of office hours.
- If the leave is availed without intimation for more than 2 days, salary will be deducted.
- There no work from home policy, no compensation will be provided in such case.

Note: Employees deputed at client site may follow the holiday list of clients and in such case Marquistech holiday list may not apply.