

# Global Leave Policy

VERSION 1.7 | 01-April-2026

**GLOBAL LEAVE POLICY**

**VERSION HISTORY:**

Date	Version No.	Prepared By	Reviewed By	Approved By	Summary of Changes
23-Jan-2025	1.5	Rajesh Sheoran Lilesh Rao Murtuza Jawarawala Antara Chatterjee	Rajesh Sheoran- GM HR  Thresia Paul – GM HR	Hariharan Srinivasan Sr. Vice President - HR  Jacob P.U Sr. Vice President - HR  Nita Nambiar Chief People Officer	<ul style="list-style-type: none"> <li>No Encashment for lapsed leave policy US &amp; CAN.</li> <li>Canada sick leave dismissal. effective Jan 01<sup>st</sup> 2025.</li> <li>Canada Casual leaves accrual changes.</li> <li>Tubectomy leave introduced for India Employees.</li> </ul>
28-Mar-2025	1.6	Rajesh Sheoran Sarita Sanil Sanil Ail Jesus Antara Chatterjee	Hariharan Srinivasan Sr. Vice President - HR  Jacob P.U Sr. Vice President – HR  Augustine K Sr. Vice President - HR	Nita Nambiar Chief People Officer	<ul style="list-style-type: none"> <li>Netherland leaves added in the UK &amp; Europe section.</li> </ul>
01-April-2026	1.7	Mugdha Patre Vartak Thresia Paul	Jacob P.U Sr. Vice President – HR	Hariharan Srinivasan Chief People Officer	<ul style="list-style-type: none"> <li>Revision of India Leave carryforward limit and encashment basis Wages</li> </ul>

**GLOBAL LEAVE POLICY**

**TABLE OF CONTENTS**

**Contents**

1. OBJECTIVE .....	3
2. SCOPE.....	3
3. POLICY COMMENCEMENT AND VALIDITY.....	3
4. EMPLOYEE EXPECTATIONS .....	3
5. MANAGER EXPECTATIONS .....	3
6. LEAVE REQUEST PROCESS .....	4
7. CANCELLATION OF REQUESTED LEAVE .....	6
Prior to absence start date.....	6
Post absence start date.....	6
8. EXCEPTION HANDLING .....	6
9. ANNEXURES.....	6
Annexure 1-India.....	7
Annexure 2-USA.....	13
Annexure 3-CANADA.....	15
Annexure 4-MEXICO.....	16
Annexure 5- UK & Europe .....	18
Annexure 6 - APAC.....	23
Annexure 7 - SriLanka:.....	23

## GLOBAL LEAVE POLICY

---

### 1. OBJECTIVE

To ensure all employees, irrespective of location / geography, understand their leave benefits and utilize them responsibly and in line with company policy.

With the implementation of this policy, managers will receive notifications detailing leaves submitted by their teams, however all leaves irrespective of number of days will be automatically approved, except as outlined in the **Annexure** section of this document.

Adherence to this policy will allow leaves to be more accurately captured and timely reflected in DHR.

### 2. SCOPE

The policy is applicable to all benefit eligible employees across Hexaware and Mobiquity. Benefits differ based on location / geography as defined in the **Annexure** section of this document.

### 3. POLICY COMMENCEMENT AND VALIDITY

This amended Policy will take effect from Jan 1, 2024, and shall remain in force until modified or revoked by the Management.

### 4. EMPLOYEE EXPECTATIONS

Eligible employees are expected to notify their manager of any preplanned leave a minimum of 2 weeks prior to the start of the leave. Additional notice is appreciated whenever possible.

Eligible employees must submit preplanned leave in DHR a minimum of 6 business days prior to the start of their leave.

Eligible employees who need to avail unplanned time off such as sick leave must notify their manager the night before or morning of their absence and submit a time off request in DHR at the earliest

Eligible employees can avail the leave as per the leave type of their location / geography detailed in the **Annexure** section below, only to the extent of the available balance.

### 5. MANAGER EXPECTATIONS

Managers will receive an email notification when one of their direct reports submits any type of leave request. Managers are expected to review all leave notifications and plan coverage accordingly.

Managers are expected to approve requests for leave types requiring approval and leave withdrawal requests within 48 hours of notification.

Managers are expected to report any absences of team members that have not been captured in DHR to their local HR team within 1 week of the absence. Local HR contact information is provided in the annexure section of this document.

GLOBAL LEAVE POLICY

6. LEAVE REQUEST PROCESS

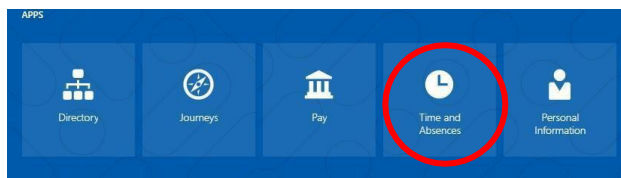
All Employees irrespective of location and leave plan are expected to input all time off requests in DHR timely.

To input a leave request, the following process should be used:

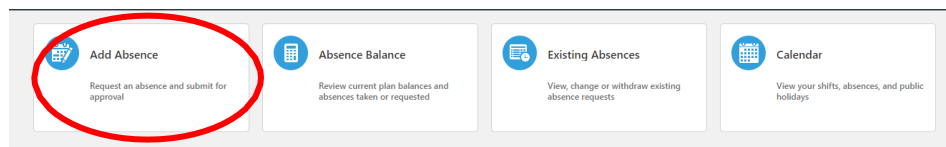
- A. Log into your Oracle account and use the Company Single Sign On to access your profile.
  - a. <https://fa-etgo-saasfaprod1.fa.ocs.oraclecloud.com/>
- B. Once your page has loaded, click on the Home button on the right-hand side of the screen.



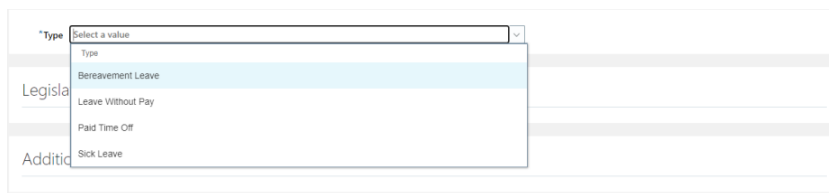
- C. On the new home page, select "Time and Absences".



- D. To add an absence, select "Add Absence".



- E. On the new page, you will need to select the type of leave you are requesting based on your location / geography.



GLOBAL LEAVE POLICY

- F. After selecting the leave type, you will be able to view your "Absence Type Balance" and input the dates/time requested. For some location/geography, you may be required to select absence reason from the dropdown.

The screenshot shows a web form for requesting leave. At the top, there are two dropdown menus: '\*Type' set to 'Earned Leave' and '\*Business Title' set to 'Deputy General Manager'. Below these, the text 'Absence Type Balance 41.5 Days' is displayed and circled in red. The form is divided into sections: 'When' and 'Details'. The 'When' section includes fields for '\*Start Date and Duration' and '\*End Date and Duration', both with date pickers and duration dropdowns. At the bottom of this section, it shows 'Absence Duration 0 Days' and 'Projected Balance Calculate'. The 'Details' section has a '\*Reason' dropdown menu with 'Select a value' as the current selection. An 'Edit Entries' button is located in the top right of the 'When' section.

- G. You can also add comments to let your supervisor know what the request is for. All leave types that require submission of relevant documentation will have a section for Attachments.

The screenshot shows the 'Comments and Attachments' section of the form. It features a 'Comments' text area for providing details about the request. Below the text area is an 'Attachments' section with a dashed border and a green upload icon. The text 'Drag files here or click to add attachment' is displayed next to a small dropdown arrow.

- H. Once complete, select Submit and the request will be sent for processing as per the approval workflow.

## GLOBAL LEAVE POLICY

---

### 7. CANCELLATION OF REQUESTED LEAVE

**Prior to absence start date:**

Employees/Managers can reverse their requested absence in the system at any point **prior** to the absence start date.

To reverse an absence, employees will need to use the “delete” tab in DHR.

- To withdraw leave please follow steps A-C above.
- Then select “existing balance”.
- Select the absence you wish to remove and click “delete”.

(Managers will need to use the same steps but from My Team tab)

Employee initiated leave withdrawal requests require manager approval. All such requests shall be escalated to 2 levels above manager if no action taken. Each level shall have 7 days to take action after which the withdrawal will expire & the absence will remain applied in the system.

**Post absence start date:**

Only managers can reverse an absence in the system **post** the absence start date. Managers can follow the above steps to reverse the absence request. Such a request does not require any approval.

### 8. EXCEPTION HANDLING

Any exception to the scheme would require a prior approval from the Vertical/Horizontal /Recruitment Head and the Chief People Officer.

Management reserves the right to make any amendments to the scheme or withdraw it any time, with appropriate communication.

### 9. ANNEXURES

As Hexaware is a global organization with different leave policies for each geography, we have included a complete listing of the various leaves and approval requirements for each location/geography in this annexure. Contact information for your local HR SPOC has also been included wherever applicable.

GLOBAL LEAVE POLICY

Annexure 1-India

Leave Type	Accrual Details	Entitlement/ Cutoff	DHR submission	Paid / Unpaid	Supervisor Approval Required in DHR	Carry Over or Encashment	Exceptions	Comments
Earned Leaves (EL)	2 EL / month	24 working days per year  Leave application against Jan to Dec of previous year is restricted till 10-Jan of next year	Employee / Manager	Paid	No	• Earned Leave exceeding 30 days as of 31 December shall be encashed in the January payroll, and the unutilised balance shall be encashed upon transfer out of India or separation from the organization.	Nil	<ul style="list-style-type: none"> <li>• <b>Pro-rata</b> Leave credit for partial period of service in a calendar year</li> <li>• Leave credited on a monthly basis</li> <li>• No provision for <b>advance EL</b></li> <li>• All available EL's encashed at time of onsite transfer</li> <li>• All Encashment of EL is @ <b>Wages</b></li> </ul>
Optional Holiday / Mandatory Holidays	NA	9 working days per year  Leave application against Jan to Dec of previous year is restricted till 10-Jan of next year	Employee / Manager	Paid	No	No		<ul style="list-style-type: none"> <li>• Document Path for more details: <b>StationH &gt; Resource&gt;Documents&gt; HR Policies &amp; Processes &gt; India &gt; My Time &gt; India Holiday List</b></li> </ul>
Maternity Leave (as per the provisions of The Maternity Benefit (Amendment) Act, 2017)	NA	Upto 182 Calendar days	Employee / Manager	Paid	Yes	No	<ul style="list-style-type: none"> <li>• A woman getting a child through surrogacy or having 2 or more surviving children, shall be eligible for 12 weeks of maternity leave including all intervening Saturdays, Sundays &amp; Company Declared public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Employee must inform the reporting Manager and HRBP 3 months in advance</li> <li>• Employee should have completed <b>minimum 80 days in the company</b></li> <li>• The benefit is restricted up to a <b>maximum of 2 instances of child birth</b></li> </ul>
Miscarriage Leave (as per the provisions of The Maternity Benefit Act)	NA	Upto 42 Calendar days	Employee / HR	Paid	Yes	No	Any exception requires HR Head approval	<ul style="list-style-type: none"> <li>• Employee should have completed <b>minimum 80 days in the company</b></li> <li>• The benefit is restricted up to a <b>maximum of 2 instances</b></li> <li>• Employee needs to submit relevant medical documents, within <b>15 days of miscarriage</b></li> <li>• The Leave begins from the day following the date of miscarriage</li> </ul>

GLOBAL LEAVE POLICY

Tubectomy leave	NA	2 weeks	Employee/HR	Paid	Yes	No	Any exception requires HR Head approval	<ul style="list-style-type: none"> <li>• According to the Maternity Benefit Act, a women is entitled to tubectomy leave of <b>2 weeks</b> following the date of her tubectomy operation.</li> <li>• Employee needs to submit relevant medical documents to claim the leave.</li> </ul>
Paternity Leave	NA	3 working days	Employee	Paid	Yes	No	Any exception requires HR Head approval	<ul style="list-style-type: none"> <li>▪ Leave needs to be availed <b>within 1 month</b> of the child's birth</li> <li>▪ Dependent details with supporting documents of employees(birth certificate / discharge summary) need to be updated in the system <b>within 1 month</b> of the child's birth</li> <li>▪ For maximum of <b>2 instances of child birth.</b></li> <li>▪ Benefit is applicable for the instances of child birth after the DOJ</li> </ul>

GLOBAL LEAVE POLICY

Annexure 1-India contd.

Leave Type	Accrual Details	Entitlement/ Cutoff	DHR submission	Paid / Unpaid	Supervisor Approval Required in DHR	Carry Over or Encashment	Exceptions	Comments
Adoption Leave	NA	<p><b>Female Employees</b> - Upto 84 Calendar days <b>Male Employees</b> - Upto 3 working days</p> <p>Leave application against Jan to Dec of previous year is restricted till 10-Jan of next year</p>	HR	Paid	No	No	Any exception requires HR Head approval	<ul style="list-style-type: none"> <li>Employee should have completed <b>minimum 6 months</b> in the company.</li> <li>Leave needs to be availed <b>within 3 months of adoption</b>.</li> <li>It is restricted up to a <b>maximum of 2 instances</b> of child adoption.</li> <li>The employee must submit to the company a legal document establishing the 'parent-child' relationship</li> </ul>
Special Sick Leave	NA	Upto 30 Calendar days per year	HR	Paid	No	No	All SSL requires HR Head approval	<ul style="list-style-type: none"> <li>Employee should have completed minimum 6 months in the company.</li> <li>Special Sick Leaves will be applicable after consumption of Earned leave.</li> <li>No Earned Leave will be credited during Special Sick Leave</li> <li>This Leave requires Unit Head approval.</li> <li>The sicknesses identified for this benefit would be : a) Those which require hospitalization and recuperation thereafter—viz. cardiac surgeries, kidney ailments or other such major surgeries; b) Serious Diseases c) Contagious Diseases requiring minimum 5 days of leave d) Terminal Illness e) Accidents causing serious injury and debilitating an employee to resume work.</li> <li>Elaborate supporting documentation from the concerned hospital, including related diagnostic reports, x-rays, Etc. need to be submitted</li> </ul>
Disturbance Leave	NA	3 working days  Leave	Employee / HR	Paid	Yes	No	Any exception requires HR Head approval	<ul style="list-style-type: none"> <li>Applicable only in case of company initiated transfer</li> <li>The employee needs to avail within 1 month of joining at the new location.</li> </ul>

GLOBAL LEAVE POLICY

		application against Jan to Dec of previous year is restricted till 10-Jan of next year						
Loss of Pay	NA	45 number of days  Leave application against Jan to Dec of previous year is restricted till 10-Jan of next year	Employee /Manager/ HR	Unpaid	Yes	No	All LOP request requires Manager & HRESS approval	<ul style="list-style-type: none"> <li>• This Leave Type comes into effect if the employee does not qualify for any of the leave type or does not have sufficient EL balance.</li> <li>• LOP is inclusive of all Intervening Weekly offs and Company declared Public Holidays.</li> </ul>

GLOBAL LEAVE POLICY

Leave Type	Accrual Details	Entitlement/Cutoff	DHR submission	Paid / Unpaid	Supervisor Approval Required in DHR	Carry Over or Encashment	Exceptions	Comments
Sabbatical Leave	NA	3 - 6 months as outlined in the Sabbatical policy  Leave application against Jan to Dec of previous year is restricted till 10-Jan of next year	Employee / HR	Unpaid	Yes	No	All Sabbaticals require ASDM and HR Head approval	<ul style="list-style-type: none"> <li>Employee should have completed minimum 3 years of continuous service in the company.</li> <li>Under MAT Leave Extension : Women employees who have completed 18 months in the organization are eligible for Sabbatical leave for 3 to 6 months or the child attaining the age of 1 year.</li> <li>Policy Path for more information: <b>StationH &gt; Resource&gt;Documents&gt; HR Policies &amp; Processes &gt; India &gt; My Time -&gt; Sabbatical Leave Policy</b></li> </ul>
Furlough Leave	NA	Furlough Days announced by the Client  Leave application against Jan to Dec of previous year is restricted till 10-Jan of next year	Employee / Manager	Paid	No	No		<ul style="list-style-type: none"> <li>All employees covered are required to use their accrued EL during this period.</li> <li>Employees who do not have adequate leave balance will have their leaves adjusted from their future Earned Leave Credits.</li> <li>Policy Path for more information: <b>StationH&gt; Resource&gt;Documents&gt; HR Policies &amp; Processes &gt; Global Policies&gt;MyTime&gt;Client Furlough Policy</b></li> </ul>
Annual Closedown Leave	NA	Last week of December (4 to 5 days)  Leave application against Jan to Dec of previous	Employee / Manager	Paid	No	No		<ul style="list-style-type: none"> <li>All employees covered are required to use their accrued EL during this period.</li> <li>Employees who do not have an adequate leave balance will have their leaves adjusted from their future Earned Leave Credits.</li> <li>Policy Path for more information: <b>StationH &gt; Resource&gt;Documents&gt; HR Policies &amp; Processes &gt; Global Policies&gt; MyTime&gt; Annual Closedown Policy</b></li> </ul>

GLOBAL LEAVE POLICY

---

		year is restricted till 10-Jan of next year						
--	--	---	--	--	--	--	--	--

GLOBAL LEAVE POLICY

Annexure 2-USA

HR Contact: [connecthr@hexaware.com](mailto:connecthr@hexaware.com)

Leave Type	Accrual Details	Annual Allotment	DHR submission	Paid/Unpaid	Supervisor Approval Required in DHR	Carry Over or Encashment	Comments
PTO Up to G10	.833 days per mo.	10 days	Employee	Paid	No	Carry Over up to 20 days <b>(There will be no encashment for the leaves lapsed).</b>	PTO must be submitted in DHR a minimum of 6 days prior to the start of the leave.  <b>LEAVE FOR THE PERIOD JAN 1 – DEC 31 OF THE PRIOR CALENDAR YEAR MUST BE INPUT ON OR BEFORE JAN 10<sup>TH</sup> OF THE NEW YEAR.</b>
PTO G11+	NA	Unlimited	Employee	Paid	No	No	PTO must be submitted in DHR a minimum of 6 days prior to the start of the leave.
Sick	NA	5 days	Employee	Paid	No	No	Sick leave is available in full each Jan 1st. Those who join mid-year will receive a prorated number of sick days. Hexaware may request a doctors return to work certification for any illness of 3+ days. <b>(Sick Leaves cannot be carry forwarded).</b>  <b>LEAVE FOR THE PERIOD JAN 1 – DEC 31 OF THE PRIOR CALENDAR YEAR MUST BE INPUT ON OR BEFORE JAN 10<sup>TH</sup> OF THE NEW YEAR.</b>
Bereavement	NA	See comments	Employee	Paid	No	No	Up to three days off with pay in the case of the death of a Father, Mother, Husband, Wife, Brother, Sister, Son, Daughter, Mother-in-law or Father-in-law and one day for the death of a grandmother or Grandfather.  <b>LEAVE FOR THE PERIOD JAN 1 – DEC 31 OF THE PRIOR CALENDAR YEAR MUST BE INPUT ON OR BEFORE JAN 10<sup>TH</sup> OF THE NEW YEAR.</b>
Unpaid Leave	NA	As approved by HR and Manager	HR	Unpaid	No	No	If an employee does not qualify for any other leave type and needs to take additional time off, they may contact their manager and HR to request an unpaid leave of absence.
Jury Duty	NA	See comments	HR	Paid as per comments	No	No	Full-time salaried employees called upon for jury service, shall advise their Supervisor/Manager and HR upon receipt of such call no later than five days before service. Employees shall be paid for the days they have to attend jury service in accordance with state/federal law. Typically, the pay for such days shall be the difference between their juror's fee and their regular salary. Employees shall present proof of service and the amount of juror's fee received.
Voting	NA	2 hours	HR	Paid	No	No	Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off in order to vote. Hexaware reserves the right to select the hours you are excused to vote. When you return from voting leave, you must present a voter's receipt to your supervisor as soon as possible.
Short Term Disability	NA	up to 12 weeks per incident	HR	Unpaid by Hexaware. Paid by the disability carrier if approved	No	No	Employees who are deemed unable to work due to chronic illness, serious injury, surgery recovery, etc., must reach out to HR to initiate the disability claim process. If approved, employees will receive 60% of their weekly pay up to a maximum of \$2500 per week paid by Hexaware's insurance carrier for up to 12 weeks
Long Term Disability	NA	duration of the claim	HR	Unpaid by Hexaware. Paid by the disability carrier if approved	No	No	Employees who remain unable to work after the 12-week short-term disability period should contact HR to submit a claim for long-term disability. If approved, employees will receive 60% of their weekly pay up to a maximum of \$15,000 per month paid by Hexaware's insurance carrier for the duration of the disability.

**GLOBAL LEAVE POLICY**

FMLA	NA	12 weeks per year	HR	Unpaid	No	No	Employees must reach out to HR for FMLA approval. Eligibility details can be found at <a href="https://www.dol.gov/agencies/whd/fmla">https://www.dol.gov/agencies/whd/fmla</a>
Military	NA	As Needed	HR	Unpaid	No	No	Employees who need to be away from work for military leave should contact Human Resources as soon as possible upon learning of their military duty requirements so that the Company may make appropriate arrangements for the expected leave of absence. Military Leave is unpaid; however, employees may utilize available vacation to provide continued compensation during the leave.

GLOBAL LEAVE POLICY

Annexure 3-CANADA:

HR Contact: [connecthr@hexaware.com](mailto:connecthr@hexaware.com)

Effective January 1, 2025 There will be No Sick leaves for Canada Geography.

f

Leave Type	Accrual Details	Annual Allotment	DHR submission	Paid/Unpaid	Supervisor Approval Required in DHR	Carry Over or Encashment	Comments
CL Up to G10	1.25 days per mo.	15 days	Employee	Paid	No	Carry Over up to 20 days (There will be no encashment for the leaves lapsed).	CL must be submitted in DHR a minimum of 6 days prior to the start of the leave.  <b>LEAVE FOR THE PERIOD JAN 1 – DEC 31 OF THE PRIOR CALENDAR YEAR MUST BE INPUT ON OR BEFORE JAN 10<sup>TH</sup> OF THE NEW YEAR.</b>
CL G11+	NA	Unlimited	Employee	Paid	No	No	CL must be submitted in DHR a minimum of 6 days prior to the start of the leave.
Bereavement	NA	See comments	Employee	Paid	No	No	Up to three days off with pay in the case of the death of a Father, Mother, Husband, Wife, Brother, Sister, Son, Daughter, Mother-in-law or Father-in-law and one day for the death of a grandmother or Grandfather.
Unpaid Leave	NA	As approved by HR and Manager	HR	Unpaid	No	No	If an employee does not qualify for any other leave type and needs to take additional time off, they may contact their manager and HR to request an unpaid leave of absence.
Jury Duty	NA	See comments	HR	Paid as per comments	No	No	Full-time salaried employees called upon for jury service, shall advise their Supervisor/Manager and HR upon receipt of such call no later than five days before service. Employees shall be paid for the days they have to attend jury service in accordance with state/federal law. Typically, the pay for such days shall be the difference between their juror’s fee and their regular salary. Employees shall present proof of service and the amount of juror’s fee received.
Voting	NA	2 hours	HR	Paid	No	No	Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off in order to vote. Hexaware reserves the right to select the hours you are excused to vote. When you return from voting leave, you must present a voter’s receipt to your supervisor as soon as possible.
Military	NA	As Needed	HR	Unpaid	No	No	Employees who need to be away from work for military leave should contact Human Resources as soon as possible upon learning of their military duty requirements so that the Company may make appropriate arrangements for the expected leave of absence. Military Leave is unpaid; however, employees may utilize available vacation to provide continued compensation during the leave.

GLOBAL LEAVE POLICY

Annexure 4-MEXICO:

Leave Type	Accrual Details	Cutoff	Annual Allotment	DHR submission	Paid/Unpaid	Supervisor Approval Required in DHR	Carry Over or Encashment	Comments
*PTO (Vacations)	As per Mexican Law	Employee s/HRs are restricted from applying for leave for the previous year after January 10th of the new year	Please see below Annexure on Accruals per Worked Year	Employee	Paid	No	Carry Over up to 25 days	PTO must be submitted in DHR a minimum of 6 days prior to the start of the leave. Employee Leave Request can be Denied by Manager in view of Business Needs. Exceeding balance Over and Above 25 Days to be paid on 22 <sup>nd</sup> December each year.  *Employees or HRs are restricted from applying for leave for the previous year after January 10th of the new year.
**Sick	NA	NA	5 days (See Comments)	Employee	Paid	No	No	Sick leave is available in full each Jan 1st. Those who join mid-year will receive a prorated number of sick days. In Mexico, The Employees are requested to Provide Manager Approval validated by HR along with endorsement from CUIDAMEX doctor when Sick Leave applies.  ** Disclosure: Whenever a Social Security Official Sick Leave applies, or it is on Vigor Salary Gets Suspended as Per Mexican Law.
Bereavement	NA	NA	See comments	Employee	Paid	No	No	Up to three days off with pay in the case of the death of a Father, Mother, Husband, Wife, Brother, Sister, Son, Daughter, Mother-in-law or Father-in-law and one day for the death of a grandmother or Grandfather.
Unpaid Leave	NA	NA	As approved by HR and Manager	HR	Unpaid	No	No	If an employee does not qualify for any other leave type and needs to take additional time off, they may contact their manager and HR to request an unpaid leave of absence.
Voting	NA	NA	See comments	HR	Paid	No	No	Any employee who has been selected as "Jury during Election Days" to conduct "Voting Endorsement" Hexaware must provide Paid Day upon Voting Institute Petition.
Short Term Disability	NA	NA	Up to 12 weeks per incident	HR	Unpaid by Hexaware. Paid by the disability carrier if approved (IMSS)	No	No	Employees who are deemed unable to work due to chronic illness, serious injury, surgery recovery, etc., must reach out to HR to initiate the disability claim process. (Social Security Law Prevails in Mexico).  Salary during illness will be Paid By Social Security as per Applicable Rules.
Long Term Disability	NA	NA	duration of the claim	HR	Unpaid by Hexaware. Paid by the disability carrier if approved	No	No	Employees who remain unable to work after the 12-week short-term disability period should contact HR to submit a claim for long-term disability. (IMSS Approved Illness is a Must)  Employees will receive applicable salary as per IMSS rules.

**GLOBAL LEAVE POLICY**

Annexure 4-MEXICO contd.:

\*Mexico Accrual Per Worked Year

<b>Tenure</b>	<b>Annual Leave Accrual IT</b>	<b>Monthly Accrual IT</b>
<b>1<sup>st</sup> year in the company</b>	15	1.25
<b>2<sup>nd</sup> year in the company</b>	15	1.25
<b>3<sup>rd</sup> year in the company</b>	16	1.33
<b>4<sup>th</sup> year in the company</b>	18	1.50
<b>5<sup>th</sup> year in the company</b>	20	1.67
<b>6<sup>th</sup> to 10<sup>th</sup> years in the company</b>	22	1.83
<b>11<sup>th</sup> to 15<sup>th</sup> years in the company</b>	24	2.00
<b>16<sup>th</sup> to 20<sup>th</sup> years in the company</b>	26	2.17
<b>21<sup>th</sup> to 25<sup>th</sup> years in the company</b>	28	2.33
<b>26<sup>th</sup> to 30<sup>th</sup> years in the company</b>	30	2.50
<b>31<sup>th</sup> to 35<sup>th</sup> years in the company (and above)</b>	32	2.67

GLOBAL LEAVE POLICY

Annexure 5- UK & Europe :

Country	UK	Germany	Belgium	Poland	Netherlands
<b>Eligibility</b>	Only on Long term Work permit / Local hires	Only on Long term Work permit / Local hires	Only on Long term Work permit / Local hires	Only on Long term Work permit / Local hires	Only on Long term Work permit / Local hires
<b>Leave Accounting Year</b>	1 Jan. – 31 Dec	1 Jan. – 31 Dec	1 Jan. – 31 Dec	1 Jan. – 31 Dec	1 Jan. – 31 Dec
<b>Annual Leave*</b>	24 days	Hexaware - 25 days	20 days	26 days	20 days
<b>Annual Leave credited on</b>	Beginning of the year (Jan 1) <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	Beginning of the year (Jan 1) <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	Beginning of the year (Jan 1) <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	Beginning of the year (Jan 1) <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	Beginning of the year (Jan 1) <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>
<b>Annual Leave Carry Forward</b>	A maximum of 24 days can be retained at the end of the year. Any excess annual leave will get lapsed end of the year <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	A maximum of 25 days can be retained at the end of the year. Any excess annual leave will get lapsed end of the year <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	A maximum of 20 days can be retained at the end of the year. Any excess annual leave will get lapsed end of the year <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	All leaves to carry forward and balance leave paid at the time of transfer or exit <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	A maximum 20 days can be carried forward till 18 months . Balance annual leave will get lapsed <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>
<b>Sick Leave</b>	Employees can take time off work if they're ill. Hexaware paid Sick leave paid benefit is for 5 days. AS per Statutory law, employees need to give medical note if they're ill for more than 7 days.). Any continuous leave beyond 5days will be considered for Statutory Sick Pay. <b>This can be paid for up to 28 weeks of sick leave by HRMC</b>	Statutory sick pay of 6 weeks will be paid by the company & duration greater than 42 days will be paid by Health Insurance Co. / Social Security.	As per statutory guidelines, Sickness more than 30 days will be administered via SSP	An employee can be on a sick leave max. 182 days per year, this annotation about 33 days means that after sick leave lasting longer then 33 days the salary is paid by government	5 days sick leaves Long term sickness (up to 104 weeks will be paid as per statutory guidelines.
<b>Maternity Leave *</b>	26 weeks of Ordinary Maternity Leave. SMP (Statutory Maternity Pay) as per legislation + 26 weeks of Additional Maternity Leave - but without pay (as per legislation, nothing extra)	Total 14 weeks (fully paid) of which 6 weeks before the birth of the child and 8 weeks after the birth of the child. SMP as per legislation	Entitled to 15 weeks of maternity leave (of which at least 1 week and maximum 6 weeks must be taken prior to the birth, and the corresponding balance after the birth)	26 weeks	16 weeks with full pay of which at least 6 - 8 before the birth of the child and 8 weeks after the birth of the child as per legislation

GLOBAL LEAVE POLICY

<b>Paternity Leave*</b>	Up to 2 weeks (If the employee has completed 26 weeks of continuous service with the Co.) - Different pay rate applied as per the HMRC guidelines	None - regular leaves need to be applied for this purpose	Paid paternity leave - 2 calendar weeks, full pay for the first 3 days and then 82% of pay.	2 weeks of leaves should be used up until the child is – 6 years old	Fathers are entitled to a paternity leave of 5 days paid in full by the employer. (Upto 26 weeks unpaid on mutual agreement)
<b>Bereavement / Compassionate Leave</b>	3 days at discretion ( no legal requirement) <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	3 days ( as legal requirement) <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	3 days ( as legal requirement) <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	2 days ( as legal requirement) <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10- Jan of next year</i>	3 days (thereafter up to 8 weeks unpaid leave as per legislation) <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>
<b>Family and Medical leave (FMLA)</b>	NA	NA	NA	NA	NA
<b>Jury Service Leave/Time off for public duties*</b>	Applicable in UK (no min. or max.) depends on court order <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	NA	NA	Hexaware will allow all employee Paid Time off for following reasons: • Undergoing a health examination in a medical treatment institution upon the employer’s instruction. • Donates blood in a medical treatment institution, provided the employee has given the employer notice • Participates in occupational training or improves his or her qualifications during working time upon the employer’s instruction • Takes time off work for no more than one working day because the employee is moving house in the same area at the employer’s initiative, or for no more than two working days due to moving to another house in another area. • Attends an investigative institution, Prosecutor’s Office, or a court based on a summons or sits as a lay judge • Participates in mitigating the consequences of incidents such as force majeure, unexpected events or exceptional circumstances that adversely affect or may affect public safety or order. • Does not work on public holidays, which fall on a working day specified for the employee	NA
<b>Adoption Leave/Child care Leave *</b>	26 weeks' Ordinary Adoption Leave (OAL) and 26 weeks' Additional Adoption Leave (AAL) (To be taken within 56 days of child's possession). <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	No legislation / 10 days unpaid Child care leaves <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>	No legislation	5 days <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10- Jan of next year</i>	Paternity leave entitlements a apply to employees adopting a child and to families with more than one child. 2 days. <i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i>

GLOBAL LEAVE POLICY

<p><b>Parental Leave</b></p>	<p>Emp &amp; their partner may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (SHPP) if you're: • having a baby • using a surrogate to have a baby • adopting a child • fostering a child who you're planning to adopt. Employee can share up to 50 weeks of leave and up to 37 weeks of pay between parents</p>	<p>Parental leave up to 3 years (with mutual agreement) without pay)</p>	<p>4 months – Applicable only if an employee has completed 12 months with the employer during the 15 months preceding the application of the leave.</p>	<p>41 weeks (in case of single birth) or 43 weeks (in case of double birth or more)</p>	<p>26 weeks as per law (without pay)</p>
<p><b>Parental Bereavement Leave</b></p>	<p>An employee is eligible for Parental Bereavement Leave and Statutory Parental Bereavement Pay if they or their partner either:</p> <ul style="list-style-type: none"> <li>• had a child who has died under 18 years old</li> <li>• had a stillbirth after 24 weeks of pregnancy</li> </ul> <p>An employee can take 2 weeks' leave from the first day of their employment for each child who has died or was stillborn.</p> <p><i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i></p>	<p>NA</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>
<p><b>Unpaid Parental leave</b></p>	<p>Parental leave is unpaid. Employee is entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.</p> <p>The limit on how much parental leave each parent can take in a year is 4 weeks for each child/</p> <p>Employers can ask for proof (like a birth certificate)</p> <p>Eligible employees can take unpaid parental leave to look after their child's welfare, for example to: spend more time with their children/look at new schools/settle children into new childcare arrangements/spend more time with family, such as visiting grandparents.</p> <p><i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i></p>	<p>NA</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>
<p><b>Medical Treatment</b></p>	<p>NA</p>	<p>NA</p>	<p>NA</p>	<p>One day time off work for medical treatment in case he/she is needs to consult and medical practitioner</p>	<p>NA</p>

GLOBAL LEAVE POLICY

Annexure 5- UK & Europe contd.:

Country	UK	Germany	Belgium	Poland	Netherlands
<b>Parental Bereavement Leave</b>	<p>An employee is eligible for Parental Bereavement Leave and Statutory Parental Bereavement Pay if they or their partner either:</p> <ul style="list-style-type: none"> <li>had a child who has died under 18 years old</li> <li>had a stillbirth after 24 weeks of pregnancy</li> </ul> <p>An employee can <b>take 2 weeks' leave</b> from the first day of their employment for each child who has died or was stillborn.</p> <p><i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i></p>	NA	NA	NA	NA
<b>Unpaid Parental leave</b>	<p>Parental leave is unpaid. Employee is entitled to <b>18 weeks' leave for each child and adopted child, up to their 18th birthday.</b></p> <p>The limit on how much parental leave each parent can take in a year is 4 weeks for each child/ Employers can ask for proof (like a birth certificate)</p> <p>Eligible employees can take unpaid parental leave to look after their child's welfare, for example to: spend more time with their children/look at new schools/settle children into new childcare arrangements/spend more time with family, such as visiting grandparents.</p> <p><i>Leave application in DHR, for the period Jan to Dec of previous year, is restricted till 10-Jan of next year</i></p>	NA	NA	NA	NA
<b>Medical Treatment</b>	NA	NA	NA	One day time off work for medical treatment in case he/she is needs to consult and medical practitioner	NA

## GLOBAL LEAVE POLICY

---

\* Planned leaves need to be applied at least 2 weeks in advance and notified to Manager. All necessary documents supporting the leave to be uploaded or shared to HR - HR Connect Europe [ConnectHR-Europe@hexaware.com](mailto:ConnectHR-Europe@hexaware.com)

**Please note:**

- Only Loss of pay, Bereavement leave & RTT leave will require HR Approval
- The UK & Europe leaves for remaining countries can be accessed in Station H – One HR – Europe – Europe Employee - HR - UK & Europe Leave Policy Summary <https://stationh.hexaware.com/Content/Index#/index/country/EUROPE%20EMPLOYEE>
- For detailed information on the leave categories, please write to [ConnectHR-Europe@hexaware.com](mailto:ConnectHR-Europe@hexaware.com)

GLOBAL LEAVE POLICY

Annexure 6 - APAC:

**Note:** As the APAC region has Leave Types with country wise difference in applicability the same have been **updated on StationH in detail in the APAC page.**

Click the below link to access your Leave Policy respective country.

[StationH | continent \(hexaware.com\)](#)

**Path-StationH/One Hexaware/APAC/Click respective Country/Forms/Leave Policy**

Documented

Annexure 7 - SriLanka:

Leave Type	Accrual Details	Entitlement	DHR submission	Paid / Unpaid	Supervisor Approval Required in DHR	Carry Over or Encashment	Exceptions	Comments
Casual Leave (CL)	<ul style="list-style-type: none"> <li>• 0.5 CL / month for the first year for new joiners</li> <li>• 7 days CL after full year of continuous work</li> </ul>	<ul style="list-style-type: none"> <li>• First year of employment - 0.5 Days CL per month</li> <li>• Second/Subsequent year onwards 7 days per year</li> </ul>	Employee	Paid	Yes	No	Request for Casual Leave extending beyond 2 continuous days must be supported by relevant documentation and approved by unit head	<p>Casual Leave (CL) cannot be clubbed with Annual Leave (AL)</p> <p>Casual Leave (CL) beyond 2 continuous days will not be allowed.</p>
Annual Leave (AL)	<p>First year of employment - No Annual Leave</p> <p>Second/Subsequent year onwards – Max of 14 days of Annual Leave*</p>	<p>An employee is entitled to take annual leave when the next calendar year starts.</p> <p>The duration of first annual leave period is determined according to the date/month on which employment commenced.</p> <p>From the second year onward, an employee is entitled to 14 days of paid annual leave, after completion of 12 months of continuous service.</p>	Employee	Paid	Yes	No	Nil	<p>* Annual Leave Calculation:</p> <p>Between January 1 and March 31 of the previous year – 14 days</p> <p>Between April 1 and June 30 of the previous year – 10 days</p> <p>Between July 1 and September 30 of the previous year – 7 days</p> <p>Between October 1 and December 31 of the previous year – 4 days</p>
Mandatory Holidays	NA	Statutory Holidays - 8 days per year		Paid	No	No	Incase of Holidays falling on Weekends, an additional Day off is provided	<p>Thai Pongal day</p> <p>National day/ Independence Day</p> <p>Sinhala &amp; Tamil New Year</p> <p>Day preceding Sinhala &amp; Tamil New Year</p>

GLOBAL LEAVE POLICY

								May Day Day after Vesak full moon Poya Prophet Mohammed's Birthday Christmas
	NA	Poya Holidays – 12 days per year		Paid	No	No	Nil	Poya Holidays will be gazetted at the end of the year
Maternity Leave, ML (as per the provisions of the Maternity Benefit)	First & Second Child - 84 working days  Third child onwards - 42 working days	Employee should have completed minimum 80 days in the company. 14 days of pre-confinement leave and 70 days after confinement The benefit is restricted up to a maximum of 2 instances of childbirth  14 days of pre-confinement leave and 28 days after confinement	Employee/HR	Paid	Yes	No		Employee must inform 3 months in advance to the reporting Manager and HRBP about the Maternity Leave
Miscarriage Leave (as per the provisions of The Maternity Benefit Act)	Upto 42 Calendar days	<ul style="list-style-type: none"> <li>Employee should have completed minimum 80 days in the company</li> <li>14 days (two weeks) before the anticipated delivery date and 8 days (four weeks)</li> </ul>	Employee/HR	Paid	Yes	No		The benefit is restricted up to a maximum of 2 instances
Adoption Leave	Upto 84 days for female employees and 3 working days for male employees	<ul style="list-style-type: none"> <li>Employee should have completed minimum 6 months in the company.</li> <li>Female employees - Upto 4 Calendar Days</li> <li>Male Employees upto 3 working days</li> <li>Leave needs to be availed within 3 months of adoption.</li> </ul>	HR	Paid	No	No	Any Exception requires HR Head Approval	The employee must submit to the company a legal document establishing the 'parent-child' relationship

GLOBAL LEAVE POLICY

		<ul style="list-style-type: none"> <li>It is restricted up to a maximum of 2 instances of child adoption.</li> </ul>						
Paternity Leave	Optional	<ul style="list-style-type: none"> <li>3 working Days</li> <li>Leave needs to be availed within 1 month of the child's birth</li> <li>For maximum of 2 instances of child birth</li> </ul>	Employee	Paid	Yes	No	Any exception requires HR Head approval	<p>Dependent details with supporting documents of employees (birth certificate / discharge summary) need to be updated in the system within 1 month of the child's birth</p> <p>Benefit is applicable for the instances of child birth after the DOJ</p>
Special Sick Leave (SSL)	Upto 30 days	<ul style="list-style-type: none"> <li>Employee should have completed minimum 6 months in the company.</li> <li>Upto 30 Calendar days per year</li> </ul>	HR	Paid	No	NO	All SSL requires HR Head approval	<p>Special Sick Leaves will be applicable after utilization of Casual and Annual Leave</p> <p>The sicknesses identified for this benefit would be : a) Those which require hospitalization and recuperation thereafter- viz. cardiac surgeries, kidney ailments or other such major surgeries; b) Serious Diseases c) Contagious Diseases requiring minimum 5 days of leave d) Terminal Illness e) Accidents causing serious injury and debilitating an employee to resume work. Elaborate supporting documentation from the concerned hospital, including related diagnostic reports, x-rays, etc., needs to be submitted</p>
Discretionary Leave	Upto 45 days	<ul style="list-style-type: none"> <li>This leave type comes into effect if the employee does not qualify for any of the leave types or does not have sufficient EL balance</li> <li>Number of Days: 45 days</li> </ul>	Employee/Manager/HR	Unpaid	Yes	NO	All request requires Manager & HRESS approval	Discretionary leave is inclusive of all Intervening Weekly offs and Company declared Public Holidays
Duty Leave to Attend Courts	<At the Managements discretion>							Duty leave may be granted by the company on receipt of a formal leave request supported by the original of the summons
Accident leave	<At the Managements discretion>							Accident Leave will be granted only in instances where it was proved that the employee was not negligent, after the investigation and will be based on the recommendation of the Medical officer.