



INDIA POLICIES

Half Day Working Policy **version 2.1**

1. Background & need for change in the agreement

The half-day working arrangement has been introduced to help retain employees by helping employees in managing their responsibilities outside of work. This also helps in reducing absenteeism among employees and increases job satisfaction. The agreement currently doesn't mention a few salient points like defined time period, applicability and reasons for availing this facility. The revised agreement will have all the above points incorporated as well to make it more definitive and consistent in usage.

2. Eligibility

Currently only employees based in India are eligible.

The application of this facility being extended to an employee will depend on the following decision makers

- Line Manager
- TM/GH/FH and
- Concerned TED manager to decide – whether it is operationally feasible for the job or not and accordingly approve the employee's request.
- Note: Managers must exercise due diligence in determining where a half -day schedule can work for the business.

3. Half – day Working Arrangement

We have introduced the half-day working arrangement for employees (both male and female) to help them balance their commitments at work and outside of it.

Following are the list of reasons an employee can avail the half- day working arrangement.

- After the conclusion of maternity leave or extended maternity leave
- Child care
- A specific illness where doctor has advised to take bed rest
- Take care of dependants (old parents, child in a critical/serious condition, etc.)
- Any other compelling personal reason

I. Term of half-day working arrangement

The half-day working arrangement will be granted to the employee as a special request taking into consideration his/her personal needs. The employee would revert to normal working hours, at the end of the stated period, unless specifically requested extension is approved in writing by the company.

However, the company at its discretion can decide to change or withdraw such arrangement as and when required without assigning any reason on a weeks notice.

II. Defined Period of half-day working arrangement

The maximum period an employee can avail the half day working arrangement is 6 calendar months over a year.

Special Attention: Due to unavoidable circumstances and personal constraints if the employee wants an extension beyond 6 calendar months; a maximum of another 6 calendar months can be extended by taking a written approval of the line Manager, TM/GH/PH and the concerned TED manager.

If the employee still continues with his/her personal constraints a maximum of another 12 calendar months can be extended by taking a written approval from the HR Head of the organization.

III. Daily Working Hours

- A) It is expected that employee will work for a period of at least 50% of the normal prescribed hours per day subject to a minimum of 4.5 working hours per day or 22.5 working hours per **five day working** week.
- B) The **working timings** to attend the office can be mutually agreed upon between the employee and supervisor. This will be tracked through the online attendance system.
- C) The **other half of the day** will be treated as loss-of-pay irrespective of the working time agreed with the manager.
- D) The work may require you to spend more than stipulated number of hours on some days for which no additional compensation or benefits will be conferred.

IV. Leave Entitlement

- A) Annual leave eligibility will be half of what is applicable to other employees in general. This would mean that AL eligibility would be 10.5 days per annum as per the existing leave policy and SL of 2.5 days per annum as per existing policy
- B) Any Leave availed would be debited on half day basis for every day of leave availed and the other half of the day would continue to be treated as leave without pay
- C) Further for all intervening holidays would be eligible for payment as admissible to you under the half-a-day working arrangement
- D) A minimum *leave of 6.5 days* leave to be availed per annum and can carry forward a maximum **leave** of 4 days. This is calculated on a pro-rata basis of the **leave** policy **as** applicable **to** all employees **working on full time basis** and any change of that policy will be applicable as well **on pro-rata basis**
- E) The maximum annual leave accumulation will continue to be 45 days. Sick leave as well cannot be carried forward

- F) The employee is required to come into work everyday, apart from the days on leave, for the said duration. Work may require the employee to stay for longer hours than stipulated, however that will not qualify for a compensatory off.
- G) The eligibility and terms of other leave policies applicable to full-time employees remain unchanged

V. The Compensation & Benefits:

- A) The salary will be on a pro rata basis i.e. 50% of each of the components of the CTC except for the component on Furniture & Equipment.
- B) Eligible for all the benefits under Wipro Benefits Plan but will have to manage benefits within the reduced WBP limit
- C) Coverage continues under the Medical plan of the company subject to contributions being made by for self and family. The contributions would be at the same rate as applicable to those working on normal **full time** working hours
- D) Eligible for the retiral components like PF, Pension if eligible and Gratuity but the contribution would be reduced based on reduced Basic, paid during Half Day working arrangement.
- E) The Variable pay program (QPLC or Sales Incentive or such other programs instituted from time to time) would also be measured at 50% of the eligible amounts.
- F) The vesting for programs like WESOP, RSU, etc. will be deferred by cumulative number of days for leave without pay. Similarly, on separation from employment, the payouts/eligibility for deferred benefits like Pension, Gratuity, etc. would be extended by the cumulative no. of days for leave without pay. For example if an employee avails for 60 days of half-day working then his RSUs and other payouts like Pension, Gratuity etc. would be extended or deferred for those many number of days

VI. Career Decisions

For any career related decisions employees on half day working arrangement will be given credit only for the duration he/she has worked for. The experience criteria will be proportionately shortened.

Note:

Billable Employees: For employees, who are in billable assignments, the client’s consent needs to be in place or an alternative role would need to be arranged if it’s possible. The decision is to be taken by the TM/GH.

4. REVIEW

This policy will be reviewed from time to time for effectiveness and any change including termination of the policy will be at the company’s sole discretion.

Version History

Version	Amendment Date	Author	Approved by	Nature of change
2.1	13 th October 2008	HR team	HR Head	History update