

# 1) HR Policy on leave and pay calculation (Revised on 24-11-2023)

## I) leave and pay calculation

Here we find an HR Policy on leave and pay calculation and it will be effects from June-1

- 1) Every month 2<sup>nd</sup> and 4<sup>th</sup> Saturday and Sunday is holiday
- 2) Customer visit or any official work will be considered as onduty with approval.
- 3) For all planned occasion/events, leave needs to be inform earlier it would be helpful us to plan our activity in better way. Exception for sick or emergency case leave.
- 4) 1 day per month is a casual leave(paid) and 12 days per Year
- 5) More than 1 day per month will be consider as Loss Of Pay(LOP)

a. Loss of Pay Calculation =

- i. Pay per day = Monthly pay/No of working days (in month)
- ii. Total loss = Pay per day \* No of days leave (exclude 1 paid leave)
- iii. Monthly pay after loss of pay = Monthly pay – loss of pay

Ex:

Leave for 4 days in the month

4 Day - 1 day (Paid) – 3 Days

Calculation – Total Pay per month: Rs20000

No of working days in the month - 24

$$20000/24=833$$

$$833*3=2499$$

$$20000-2499 = \text{Rs.17501}$$

### 6) Flexible Workday Arrangements

Associates can utilize loss of pay (LOP) leaves by incorporating them into work on another weekoff day or holiday through a flexible workday arrangement, thus mitigating the financial loss.

### 7) Work on Weekends or Holiday:

In instances where associates work on weekends or holidays due to project timelines or client requirements, compensation leave or equivalent pay will be provided.

## II) Systematic Flexible Working Hours [1-Mar-2025]

### A. Purpose:

This policy outlines the guidelines for flexible working hours while ensuring adherence to mandatory work hours. The goal is to provide employees with work-life balance while maintaining productivity and operational efficiency.

### B. Scope:

This policy applies to all associates

### C. Flexible Working Hours:

- Associates are required to work min **8 hours per day**.
- The total working hours per week must be either **40 hours or 48 hours**, depending on the weekdays in the week.



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- Associates may choose their start and end times within the operational hours (**24 Hours in day**) of the company, provided they complete the required daily and weekly hours.

#### **D. Attendance Tracking:**

- All Associates must log their working hours through the designated attendance system.
- The system will track daily and weekly work hours to ensure compliance.
- Associates failing to meet the required hours will be subject to corrective measures within month by compensate in another day.

#### **E. Compliance & Pay Deductions:**

- If an Associates fails to meet the required weekly work hours (40 or 48 hours), the shortfall will be adjusted in their monthly payroll.
- Pay deduction will be calculated based on the per-hour of min of 4 hours as half day and 8 Hours as one Full day.
- Consistent failure to comply with the working hour requirements may lead to further disciplinary action.

#### **F. Review & Amendments:**

This policy will be reviewed periodically, and necessary amendments may be made to align with business requirements and regulations.

**Effective Date: [1-Mar-2025]**

## **III) Long-Term Leave (14-4-2025)**

### **1. Purpose**

This policy outlines the eligibility, application process, and terms for employees seeking extended leave of absence (up to 24 months) for personal, professional, or health-related reasons.

### **2. Eligibility**

- All **full-time Associates** who have completed a **minimum of 15 months** of continuous service are eligible to apply.
- Employees must demonstrate **valid personal, medical, academic, or caregiving needs** for such leave.

### **3. Types of Long-Term Leave**

Eligible leave types may include:

- **Medical Leave** (for serious health conditions or treatments)
- **Higher Education / Academic Leave**
- **Parental / Caregiving Leave**
- **Personal Sabbatical / Career Break**



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#### 4. Duration

- Minimum duration: **3 months**
- Maximum duration: **24 months (2 years)**
- Leave may be granted in a **single block** or **in parts**, subject to management approval.

#### 5. Application Process

1. **Written Application:** Employee must submit a formal leave request at least **2 months in advance**, stating:
  - Reason for leave
  - Proposed start and end dates
  - Supporting documents (if applicable)

#### 6. Compensation & Benefits

- **Leave is unpaid**
- **Other benefits** such as bonuses, increments, and allowances will be **on hold** during the leave period.

#### 7. Job Protection & Rejoining

- Employee must confirm their **intent to rejoin** at least **15 Days to 1 months prior to the end** of the leave period.

## 2) Profit Sharing Bonus (PSB) Scheme (10-6-2024)

- **Profit Sharing Bonus** will come under category of variable pay allowances
- Will be paid yearly once based on the company (Sales, revenue and profits) and individual performance.
- Performance evaluation will be done by immediate Team manager
- Evaluation will be done on month of May. Followed by month of June
- Consider Financial year cycle (Ex. Apr 2022 to March 2023).

Eligible: Full time Employment. Will not applicable for Project Intern or contract.

## 3) Employee Referral Program: (5-8-2022)

Refer your Friends - Earn Referral Bonus - Rs.15000

Refer your friends who need of new challenging career and Strengthen our Meganar Team.

**Eligibility Requirement:**



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**Experience:** Minimum of 2+ and Above Years of Experience Candidate in various technologies like .net, Java, MEAN, MERN, Python, C, C++, Automation Testing tools, etc.,

**Qualification:** BE/BTECH/MCA/Msc/BCA/Bsc

Candidates will be part of Meganar Team and assigned in our Top MNC clients like Capgemini, Tech Mahindra, etc.,

Salary is not a constraint for the right candidate

#### **4) Compensation Revisable: (13-10-2022)**

- Salary Will be revised on every 6 months and possibly on start of every financial year 1<sup>st</sup> of April and 1<sup>st</sup> of October.

Note: PSB (Profit Sharing Bonus) is separate component will be available on every 1<sup>st</sup> of April.

#### **5) Monthly Performance Bonus (15-04-2023)**

Every Month the performance bonus will be added based on Handling of Client project work, effective early task delivery, product milestone release.

#### **6) Notice Period (15-06-2023)**

In order meet the timeline to prepare for HR Process, Associate have to inform about job resignation to employer from **3 months** period of time priorly.

A three-month notice period is the period between an Associate handing in their notice to their employer and the final termination of this contract. The notice period begins from the moment the employee hands in their notice and continues for a three-month period. At the end of this period, the employee no longer holds their job role.

#### **7) Probation Period for New Joinees (14-4-2025)**

##### **a. Objective**

To ensure a smooth onboarding experience while evaluating the suitability of new associates for their roles, the company is introducing a probation period of 6 months for all new hires. **(Not Applicable for Project Intern or other Intern role)**

##### **b. Duration**

- The standard probation period is 6 months from the date of joining.



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- During this period, the employee's performance, conduct, and cultural fit will be assessed.

#### c. Evaluation & Confirmation

- HR Managers and leads will review performance at the end of 6 months.
- Upon satisfactory review, a confirmation letter will be issued.

#### d. Rights & Benefits During Probation

- Associates are eligible for standard company benefits unless specified otherwise.
- Notice period during probation will be [e.g., 15 or 30 days] from either side.

#### e. Termination During Probation

- The company reserves the right to terminate employment with **shorter notice** if performance or behavior is not satisfactory during the probation period.

## 8) Loan to Employee Policy:

'Meganar Technologies' provides the loan facility to its employees. The intention behind this is to make finance available to the employees who are in dire need of funds due to emergencies and do not have any other monetary sources available. This policy also helps employees who require personal finance but cannot receive loan grants from other financial institutions.

For More Details: Please refer the Loan to Employee Policy document.

Note: HR Policies are subject to change according to business situations and organization policies.

## 9) Guidelines to enable Work from Home (WFH)(10-06-2024)

- The Work from Home (WFH) option is available only for necessary scenarios or situations.
- It is mandatory to inform about Work from Home (WFH) in advance for planned or known situations, with exceptions granted for emergency/Sick cases.
- While associates are working from home, it is mandatory to use the office laptop and other hardware equipment in a planned manner. The use of personal laptops or equipment is not permissible under any circumstances, such as power shutdown scenario.
- Work From Home (WFH) should be conducted without disrupting our regular work schedule, project deliverables, team discussions/meetings, client meetings, etc.
- Work From Home (WFH) option is not available for Project Intern (Full Time), with an exception for women associates having children.



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- Work From Home (WFH) option available maximum of 2 days in month for MTS Associates, with an exception for women associates having children.

## 10) Cross Functional Activities (24-11-2023)

- Cross-functional Activities refers to collaboration and cooperation among individuals with different skills, roles, and expertise across other functional areas within organization.
- Such as
  - a. Participating in events on behalf of the company entails representing the organization.
  - b. Engaging Intern candidates, etc.

## 11) Fun At Work (24-11-2023)

- The Fun At Work Activities Policy is designed to enhance the workplace environment, boost team morale, and foster a positive company culture. The objective is to provide Associates with opportunities for relaxation, socialization, and enjoyment.
  - Birthday Celebration
  - Festival/Event Celebration
  - Team Lunch once in month
  - Fitness Activities
  - etc.

Associate Responsibilities:

- Associate are encouraged to actively participate in fun activities to contribute to a positive and engaging workplace culture.
- Respect for colleagues' preferences and inclusivity should be maintained during all activities.

## 12) Workforce Management Policy for Cost Reduction During Economic Downturns (29-01-2024)

### Objective:

The objective of this policy is to guide the company in effectively managing operational costs during economic downturns without resorting to layoffs. By implementing alternative measures such as hour reductions, furloughs, and performance pay, we aim to maintain a motivated workforce team, enhance operational efficiency, and mitigate the negative impact on morale.

### 1. Hour Reductions:

To manage labor costs, the company may implement temporary hour reductions across applicable departments or teams. This can be achieved by adjusting work schedules, transitioning to



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part-time arrangements, or implementing rotational schedules. Hour reductions will be applied uniformly and communicated transparently to all affected associate.

#### **2. Furloughs:**

In situations where a temporary reduction in workforce is necessary, the company may implement furloughs. Furloughs involve placing Associate on unpaid leave for a defined period. The decision to implement furloughs will be made after careful consideration, and affected associate will be provided with clear communication about the duration and conditions of the furlough.

#### **3. Continuous Evaluation:**

The effectiveness of cost-cutting measures will be continuously evaluated, and adjustments will be made as needed. The company will remain agile in responding to changing economic conditions and will prioritize strategies that preserve both financial stability and Associate well-being.

#### **4. Associate Feedback:**

Feedback from associate will be actively sought and considered in the decision-making process. The company values the input of its workforce and encourages suggestions on alternative cost-saving measures that may be less impactful on associates.

By adhering to this policy, the company aims to navigate economic challenges while prioritizing the well-being of its associate and maintaining a resilient and motivated workforce.

## **13) Business Travel Policy (10-06-2024)**

### **Domestic:**

**Associates are supposed to travel for business trip/Client location visit (outside Madurai city)**

The approval processes for any travel reservations, accommodations, and business trips.

#### **Transportation and Accommodation:**

- 2nd class sleeper/seating in train or sleeper/seating in bus will be allowed. Cab/Auto transportation is permitted inside city transportation.
- Accommodation in hotel will be booked maximum of Rs.1500 per day.
- Transportation and Accommodation bills will be reimbursed with submission of original bills.

Note: In case of cost is more than specified value need of approval from respective team lead.

#### **Mobile/Internet bills:**

- Mobile/Internet bills will be reimbursed or using official contact numbers

**Daily allowances** of Rs. 500 will be provided which covers meals, tea/coffee snacks, and other expenses.

Other official Expenses: will be reimbursed with submission of original bills if any.



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