

HR-NAM-B-PTO-C1-POL

# PAID TIME OFF POLICY-USA

Process Owner : Human Resources-North America

Reviewed by : Head-C&B

Approved by : President, North America

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## Revision History

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1.0	1 <sup>st</sup> April 2020	-	Initial release	-	Head C&B	Head-CQG
2.0	1 <sup>st</sup> July 2023	7 & 9	Revised PTO hours	C&B Team	Head C&B	Head-BET

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## 1. Purpose

Cyient, Inc. recognizes that its associates are the key to what makes Cyient a great company and, as such, that employees have diverse needs for time off from work. To foster work-life balance, Cyient, Inc. has established a Paid Time Off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and personal leave.

## 2. Applicability

This policy applies to all regular full-time and part-time associates who work in the US and are on Cyient Inc. payroll. This policy replaces any and all prior vacation and PTO policies.

PTO may be used for any reason, including vacation, personal business, medical appointments, family care, and illness of the employee or other persons designated by federal, state or local laws. Where applicable, PTO satisfies State paid sick leave accrual, carryover, and use requirements.

Time that does not decrement PTO balance, and for which separate guidelines and policies exist, includes but is not limited to Company paid holidays, Floating Holidays, Bereavement Leave, Parental Leave, and Jury Duty Leave.

## 3. Exclusions

Temporary workers, contract employees, interns and unit-pay associates are not eligible for PTO. If applicable, associates not otherwise eligible for PTO, may be entitled to paid leave, including paid sick leave, in accordance with applicable state or local law based on their work location.

## 4. Acronyms

PTO: Paid Time Off

ATO: Additional Time Off

## 5. Definition(s)

- 5.1 Regular Full-Time associates: Associates scheduled to work a minimum of 40 hours per week on a regular basis. This also includes full-time associates who are Expats and International assignees who are on work visa.
- 5.2 Regular Part-Time associates: Associates scheduled to work a minimum of 24 hours per week on a regular basis.
- 5.3 Negative PTO balance: The amount of advanced un-accrued hours but used PTO.

## 6. PTO Accrual Schedule

- 6.1 Regular Full-Time Associates: All full-time eligible associates will accrue 80 hours of PTO per calendar year and is prorated based on their hire date or the effective date they assume a regular, full-time position with Cyient, Inc. Exceptions may apply as per specific agreements and approvals.
- 6.2 Regular Part-Time Associates: All part-time associates will accrue prorated PTO based on their working hours and as per their hire date or the effective date they assume a regular, part-time position with Cyient, Inc.

## 7. PTO Benefit Definition

- 7.1 PTO will be paid at the associate's regular base pay rate.
- 7.2 PTO accrues on regular hours worked, paid holidays, and applied paid leave, including PTO, Parental Leave, Jury Duty and Bereavement Leave. Associates on an unpaid leave of absence or who are on leave receiving disability payments do not accrue PTO while they are on leave.
- 7.3 PTO will accrue up to a maximum of 200 hours at any given point in time. Once an Associate reaches this limit, they will cease accruing additional PTO until such time as the employee's total accumulation of unused PTO is less than 200 hours.
- 7.4 Except as described in Termination of Employment, no payment will be made for unused PTO hours.
- 7.5 An associate may advance up to 24 hours PTO entitlement at any point during a calendar year, with prior supervisor/manager approval.

## 8. PTO Guidelines

- 8.1 Full-time associates will accrue PTO up to 3.08 hours per pay period based on the number of hours paid. Exceptions may apply as per specific agreements and approvals.
- 8.2 Part-time associates will accrue PTO based on their working hours upto a maximum of quarterly PTO accrual limit. Based on hours worked in each pay period, associate will receive PTO in subsequent pay period (i.e. if an associate's current work schedule is 30 hours per week and associate meets 60 hours in the pay period, associate will accrue up to 2.31 hours of PTO in subsequent pay period upto a maximum of 15 hours per quarter). Once an Associate reaches maximum limit, they will cease accruing additional PTO.
- 8.3 Scheduled PTO must be submitted in advance and approved by the associate's supervisor in Workday. Cyient, in its sole discretion, reserves the right to modify or deny PTO requests due to insufficient notice and/or business needs.
- 8.4 Unscheduled PTO is only permitted in cases of inclement weather, medical emergencies or illness, or where otherwise legally required. Associates who need to take unscheduled PTO

must notify their supervisor as soon as possible, submit the PTO request in Workday and provide daily updates on their anticipated date of return.

- 8.5 Associates may request PTO in minimum one-hour increments.
- 8.6 The maximum amount of PTO that can be taken in any work week is 40 hours.
- 8.7 PTO cannot be used for scheduled days off (i.e., if an associate's regular work schedule is Monday-Friday, then associate may not apply PTO on a Saturday).
- 8.8 PTO should not be used when straight time entered for the week equals 40 hours (i.e., if an associate is regularly scheduled to work 8 hours/day x 5 days/week, the associate should not apply further additional PTO the same week if the associate meets those 40 hours straight time pay in a given workweek).
- 8.9 Associates must use unused PTO before applying for unpaid time off.
- 8.10 Use of PTO to offset STD benefit is not allowed.

## 9. Additional Time Off (ATO) Accrual Schedule and Guidelines

- 9.1 Billable, Regular Full-Time Associates: On a quarterly basis, all billable, regular full-time associates will be eligible to receive 6 hours of additional time off based on their previous quarter's maximized billed utilization (equal to or above 480 Billed hours). Ex – If associate meets 480 hours in Q2 FY'24, associate will be granted 6 ATO hours in the first month of Q3 FY'24.
- 9.2 Billed hours will be tracked from E3 and based on FTE % available in workday.
- 9.3 Non-Billable, Regular Full-Time Associates: On a quarterly basis, all non-billable, regular full-time associates will be eligible to receive 6 ATO hours based on full completion of the previous quarter. Ex – If an associate hired on 30<sup>th</sup> June and works in Q2 FY'24, associate will be granted 6 ATO hours in the first month of Q3 FY'24.
- 9.4 Associates can receive a maximum bank of up to 24 ATO hours.
- 9.5 Additional Time Off will be prorated for associates who have PTO exceptions due to specific agreements and approvals. Associates who currently have a PTO accrual rate greater than or equal to 4 hours per pay period are not eligible for Additional Time Off.
- 9.6 ATO is not payable upon separation unless required by state or local law.
- 9.7 For associates, moving from Billable to Non-Billable roles, Additional time off will be prorated from the closest pay period of transfer effective date.
- 9.8 Cyient, in its sole discretion, reserves the right to modify or deny ATO requests due to insufficient notice and/or business needs.

## 10. Termination of Employment

An associate's employment with Cyient is terminated for any reason, they will be paid for all accrued but unused PTO time at the rate of pay applicable at the time of separation from employment. PTO for Part-Time associates as well as ATO is not payable upon separation unless required by state or local law.

## 11. Exceptions

Any exceptions to the above policy require preapproval by the Designated HR Leader-North America and C&B to review on such exceptions on quarterly basis.