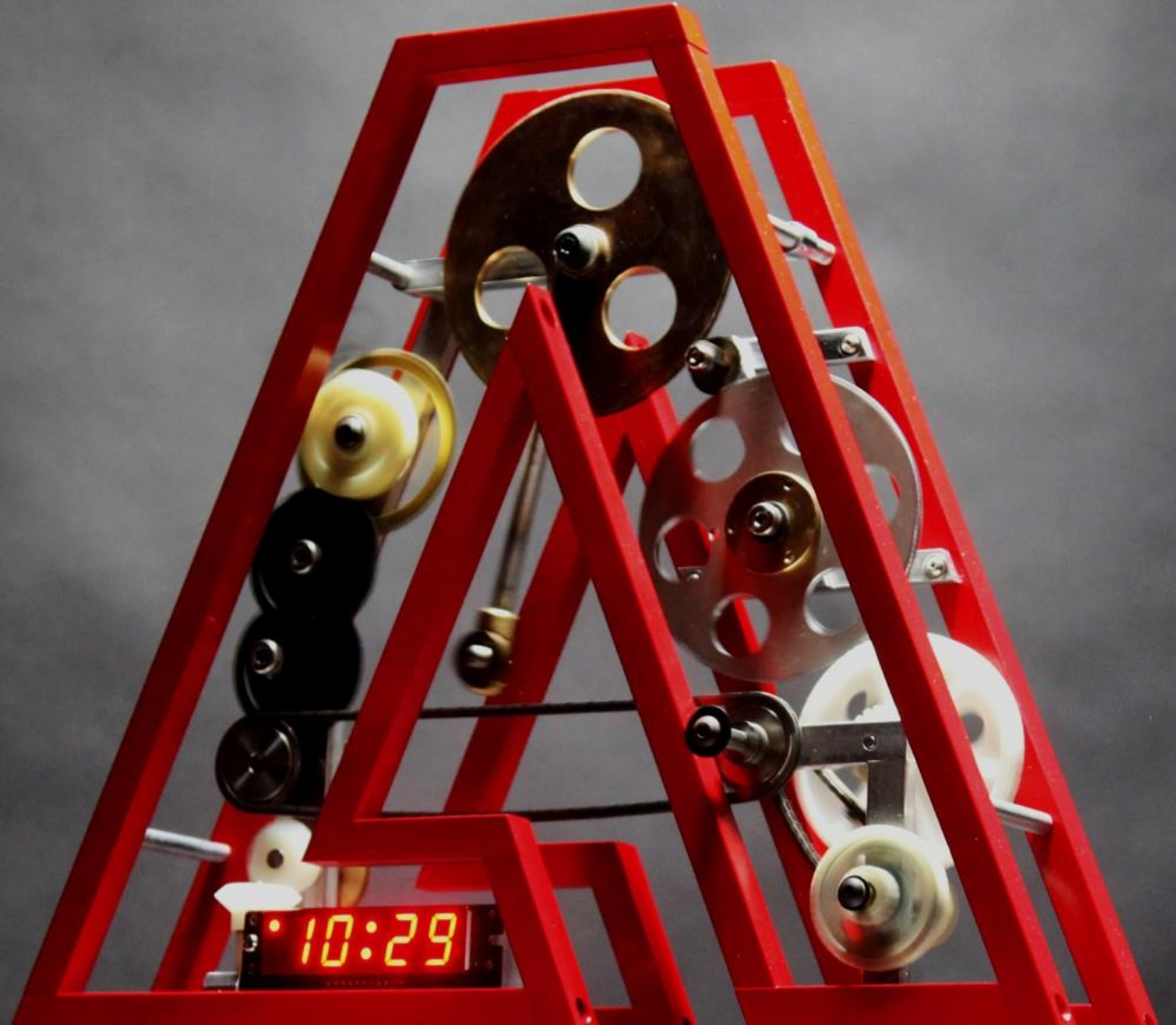# Workday Time Off & Leaves

Go-Live : 01 October 2018

Update

Time Off & Leaves administration is being migrated from Excelity to Workday from 01 October 2018

Purpose:

Moving the leave administration to a centralized platform - Workday to enhance the overall user experience.

What's changing?

✓ Workday will be your new Time Off & leave platform starting 01 October 2018.

✓ In Workday, leaves are categorized as **"Time Off"** and **"Leave Of Absence"**
  - Short-term leaves – Vacation Leave, casual Leave, Sick Leave, Bereavement Leave, Sabbatical Leave
  - Long-Term leaves – Maternity/Paternity Leaves, Miscarriage leave, Illness arising out of pregnancy, Unpaid Leave (Medical/Personal)

✓ As per the leave policy, employees should discuss and seek prior approval on their Time Offs & Leave Of Absence with their managers before applying on the tool, as the new process-flow will not require approvals on the tool in most cases.

✓ Notification – All employees and managers will receive notification in Workday & Outlook.

✓ Approval in Workday– A few Time Offs and Leave of Absence require Manager/Benefits/Business Partner approval

What's changing? (Contd..)

✓ Documents are mandatory for 3 LOAs:
- Miscarriage Leaves
- Illness arising due to Pregnancy Leaves
- Medical/Personal LOA

However, for other leaves (like Sick leave) the company reserves the right to ask for documents whenever necessary.

✓ There is no option to upload supporting documents on Workday. Employees will have to send the documents to Benefits Team, wherever applicable. It will be shared with medical practitioner and the process will continue accordingly

✓ Employees on Leave Of Absence will show "On Leave" status on Workday

✓ Employees on Leave Of Absence are required to follow an additional step of returning themselves from Leave Of Absence in the system

What's changing? (Contd..)

✓ Workday will not allow Employees to apply/edit Time Offs or LOAs beyond 3 previous months. Any modification to previous Time Off application will route for Manager approval.

✓ Employees & Managers can apply/approve using Mobile devices too through the Workday App

✓ Any policy violation can be reported to ERC and will be treated on a case to case basis in accordance to the policies and guidelines

Timeline

Employees & Managers need to ensure that all planned leaves until the month of September are approved before 19th Sep'18

Any Time Offs & Leave Of Absence applied for October'18 and beyond in Excelity tool should be re-applied in Workday as leaves from prior system will not be migrated.

| 19 Sept 2018 | 20 Sept 2018 | 01 Oct 2018 | 01 Jan 2019 Onwards |

All Employees & Managers will have view-only access to Excelity leave tool till 31 Dec'18

Employees & Managers will no longer have view only access to Excelity leave tool.

Note: Employees will continue to have access to the payroll module with Excelity tool