



## Vacation Appreciation Policy

### 1. Purpose

At Sequoia Applied Technologies, we value the dedication and commitment of our team members who have contributed to our shared success over the years. This policy aims to encourage employees to take time off to rest, travel, and rejuvenate, while recognizing their continued association with the company.

### 2. Overview

As a token of appreciation, Sequoia offers Paid Vacation Benefits to eligible employees based on their years of service. These benefits are designed to support personal well-being and work-life balance, allowing employees to enjoy meaningful time away from work.

### 3. Vacation Categories

#### a) For employees completing 3 years of service

- Vacation Duration: 2 days of paid vacation
- Allowance: ₹25,000 (toward travel, food, and accommodation)
- Validity: The benefit is valid for 3 months from the date of receiving the appreciation letter.
- Encashment: This benefit is primarily meant to be used for travel and relaxation. In case of exceptional circumstances where the employee is unable to travel, only 40% (₹10,000) of the allowance may be encashed. Taxes will be applicable.

#### b) For employees completing 5 years of service

- Vacation Duration: 5 days of paid vacation
- Allowance: ₹1,00,000 (toward travel, food, and accommodation)
- Validity: The benefit is valid for 6 months from the date of receiving the appreciation letter.
- Encashment: This benefit is intended for travel and rejuvenation. If travel is not possible due to genuine reasons, only 40% (₹40,000) of the allowance may be encashed. Taxes will be applicable.

### 4. Conditions

- These vacation benefits are extended as a gesture of appreciation and are separate from regular earned or casual leave.
- The leave should be planned and pre-approved by the reporting lead, to ensure project does not get impacted.
- Bills submitted for reimbursement must be in the employee's name and supported by original itemized receipts on the vendor's letterhead.
- Reimbursement will be considered only for expenses incurred during the approved paid vacation period under this policy and is subject to Accounts/HR verification.
- The amount will be processed through payroll and will be subject to TDS, if applicable.
- Employees are strongly encouraged to take their vacation within the validity period to make full use of this benefit.
- Encashment beyond the 40% limit or after expiry of the validity period is not permitted.
- Will not be applicable for employees serving notice period.
- If the paid vacation is clubbed with weekends or company-declared holidays, such days will be considered as part of the paid vacation period under this benefit. No additional paid days will be granted.

#### Example:

– Weekend: An employee eligible for 2 days of paid vacation applies for leave from Friday to Monday, assuming that the weekend would not be counted as paid leave. However, as per the policy, when paid vacation is combined with weekends or holidays, such days are included in the paid vacation. Accordingly, the paid vacation will be considered from Friday to Saturday.

– Holiday: An employee eligible for 5 days of paid vacation, applies for leave from Monday to the following Monday, where Wednesday is a company-declared holiday, assuming that the holiday and the weekend would not be counted as paid leave. However, as per the policy, when paid vacation is combined with weekends or holidays, such days are included in the paid vacation. Accordingly, the paid vacation will be considered from Monday to Friday.

### 5. Objective

Sequoia believes that taking time off is essential for maintaining creativity, focus, and overall well-being. We encourage all eligible employees to use this opportunity to relax, travel, and create memorable experiences — returning recharged to achieve even greater goals together.