

EXL Policy: EXL U.S. PARENTAL LEAVE	Policy No.: US/POL/01
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EXL U.S. Parental Leave Policy

1. Objective

This EXL U.S. Parental Leave Policy (the “**Policy**”) of ExlService Holdings, Inc. and its affiliates and subsidiaries (collectively, the “**Company**”) is applicable to all eligible Company employees located in the United States. The purpose of this Policy is to enable employees to recuperate from childbirth, and to care for and bond with a newborn or a newly adopted or newly placed child.

The Company will provide up to 4 weeks of paid maternal leave for recuperating from childbirth and up to 2 weeks of paid parental leave to employees for bonding following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. This policy will run concurrently with the Family and Medical Leave Act (“**FMLA**”) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after January 1st, 2021.

2. Scope and Eligibility

This Plan applies to all eligible Company employees located in the United States, Eligible employees must meet the following criteria:

- Have been employed with the Company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a Regular Full-Time or Eligible Part-Time Employee (as such terms are defined below) (temporary employees, part time employees who regularly work less than thirty (30) hours per week and interns are not eligible for benefits under this Policy).
 - Regular Full-time Employee means an employee who regularly works at least forty (40) hours per week.
 - Eligible Part-Time Employee means an Employee who regularly works at least thirty (30) hours or more per week.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

3. Policy Details

Eligible employees who have given birth will receive a maximum of four weeks of paid maternal leave and two weeks of paid parental leave per birth. Eligible employees will receive a maximum of two weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid maternal/parental leave granted for that event. In addition, in no case will an employee receive more than four weeks of paid maternal leave and/or two weeks of parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Each week of paid maternal or parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid maternal or parental leave will be paid on the regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the 6-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 6-month time frame.

In the event of an employee who has given birth, the four weeks of paid maternal leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

Employees must take paid maternal or parental leave in one continuous period of leave and must use all leave during the 6-month time frame indicated above. Any unused paid maternal or parental leave will be forfeited at the end of the 6-month time frame. Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid maternal or parental leave for which he or she was eligible.

4. Coordination with Other Company Policies

Paid maternal or parental leave taken under this Policy will run concurrently with leave under the FMLA and any applicable state parental leave law. For example, under the FMLA, where 12 weeks of leave are available, any leave taken under this Policy will be counted toward those 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. Please refer to the U.S. Employee Handbook (the "**Handbook**") for further guidance on the FMLA and any applicable state parental leave laws. Notwithstanding anything to the contrary contained herein, leave granted pursuant to this Policy will be granted in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. In any case, employees will be eligible for the most generous benefits available under applicable law.

After the paid maternal or parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. An employee who takes paid maternal or parental leave that does not qualify for FMLA

leave will be afforded the same level of job protection for the period of time that the employee is on paid maternal or parental leave as if the employee were on FMLA-qualifying leave. Please refer to the Employee Handbook for further guidance on the FMLA and any applicable state parental leave laws.

5. Continuation of Benefits

The Company will maintain all benefits for employees during the paid maternal or parental leave period just as if they were taking any other Company paid leave such as paid vacation leave or paid sick leave. Paid leave benefits will continue to accrue during any leave taken pursuant to this Policy. If a Company holiday occurs while the employee is on paid maternal or parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid maternal or parental leave entitlement. If the employee is on paid maternal or parental leave when the company offers administrative leave, that time will be recorded as paid maternal or parental leave. Administrative leave will not extend the paid maternal or parental leave entitlement.

6. Requests for Paid Parental Leave

In order to request leave pursuant to this Policy, the employee must provide his or her supervisor and Human Resources business partner ("HRBP") with notice of the employee's intention to take leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee will receive further instruction from the HRBP on any forms or other documentation that may be required and any other actions the employee must take in order to take leave pursuant to this Policy.

7. Miscellaneous

- a. The Company may at any time amend, suspend or terminate, in whole or in part, any or all of the provisions of this Policy.
- b. The Company has the exclusive right to interpret and apply the terms of this Policy and to determine, in its sole discretion, each employee's eligibility for leave pursuant to this Policy.
- c. This Policy does not constitute any form of contract of employment for any definite duration with the Company and shall not alter the at-will employment (except where at-will is not applicable) of any employee.

Version History

Old Ver. No	New Ver. No	Effective Date of the Change	Approved By	Description of Changes/Revision
NA	1.0	Jan 1, 2021	US HR	New Policy Document
1.0	1.1	August 27, 2021	US HR	Updated Maternity Weeks
1.1	2.0	September 14, 2022	US HR	Updated 2 weeks of Parental leave for those that gave birth