



Revision In The Carried Forward/Roll Over From Annual Leave.

Currently the policy states:

Leaves carry forward/Roll Over from Annual leaves:

- Only 5 unavailed leaves from Annual leave balance will be carried forward to the next year. Total accumulation of leaves with carry forward will remain active till March 31st for the following year

Revised leave policy

The carried forward unavailed Annual leave from the previous year will be not be lapsed and will be added to the leave balance. As per the encashment policy, the leave balance will be encashed at the end of the year.

This policy is applicable to all billable and permanent employees of Pakistan