



Leave Policy Exception- Consulting Practice: Effective From: 2021

For Consulting (Billable consultants):

- The consultants those who are billable till December 31st of every year are eligible for encashable leaves.
- HR will share the Leave report to Director of Consulting for approval.
- Accounts will calculate the payable amount after validation of leaves report and Attendance logs of billable consultants from customer invoices / Journyx. Usually payout occurs in the start of next year.

Leave Encashment against Leaves:

- After availing (5) roll over option, all the unutilized leaves including annual, casual and compensatory leave (if any) will be encashed at the year end to the billable consultants after the approval from Director of Consulting.
- Formula for calculation of leave Encashment: Salary/30* unutilized annual, casual and compensatory leaves.

Leave Types and count for Encashment:

Annual	14 Working Days
Casual	10 Working Days
Compensatory Leaves	On Actual

This is Mandatory to all employees to manage and mark their leaves on FLOW HCM fortnightly.