# IDS Infotech Limited

*New Leave Policy*
*1ˢᵗ April 2020*



*Enabling Success*

# New Leave Policy

- *The new leave policy aims to*

  - *Be Simple such that employees can understand the policy*

  - *Encourage work-life balance*

  - *Be easily deployable*

  - *Bring in good practices/ benchmarking from the industry*

  - *Reduce paper work*

# New Leave Policy

- Total 'Leaves' for the Year will be 24.
- There will not be any concept of PL, SL and CL
- The leaves will get credited at the end of every month pro-rated
- Maximum 15 leaves will get carried forward to next FY'21-22, balance will lapse
- Leave Balance will be encashed max. up to 8 days in a year

- Incase of new joinees, leaves will be credited on prorated basis. Those joining between 1$^{st}$ to 15$^{th}$ of the month will get 2 days leave and those joining after 15$^{th}$ will get 1 day leave for that month
- In case of full and final settlement, entire (balance) leave will be encashed after adjusting lapses

- Opening account for FY'20-21 (1$^{st}$ Apr'20) will be maximum 33 (as per current policy) subject to balance as on 31$^{st}$ Mar'20
- Carry forward Sick Leaves (from current year) will lapse as on 31$^{st}$ Mar'21

# New Leave Policy

- Maternity Leave 6-Months.
- Paternity leaves - 5 days (can be availed within 2 weeks of child birth)

- No Sandwich leaves. However, sandwich of leave will be applicable in case of LWP
- Employees can avail compensatory leave within 45 days

-1 (One) Birthday leave- can be availed on the birth date only

-1 (One) leave will be credited every month for those on contract/ consultant/ trainees with no carry forward to FY

**New Leave Policy**

**Leaves are always subject to approval**