



# Compensatory Off Policy

**Accellor Software Pvt. Ltd.**

Version: 2.0

CONFIDENTIAL

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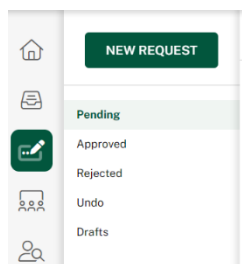
Shailesh Nivsarkar

## 1 COMPENSATORY OFF

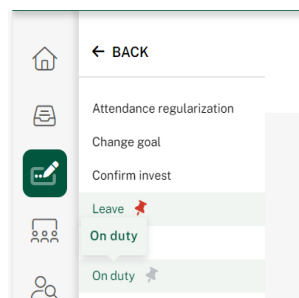
- Accellor Software Pvt. Ltd. declares "Compensatory Off" for an employee when he/she has worked during a declared holiday of the organization or on his/her weekly day off **on prior approval of the manager over an email.**
- Comp-off cannot be combined with Weekends and holidays. Comp-off leaves start from the next day from the day you work, it must be availed within 1-2 weeks or a maximum of 60 days or the comp-off will lapse. Leaves taken before the Comp-offs start cannot be adjusted.
- One should be entitled to 1 day Comp-off, on completion of 9 hours of work on the scheduled day, less than 6 hours would be considered as 0.5 days.

### HROne Pathway for Compensatory off application process:

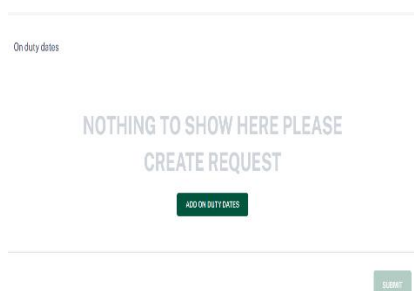
#### 1. Request tab > New Request



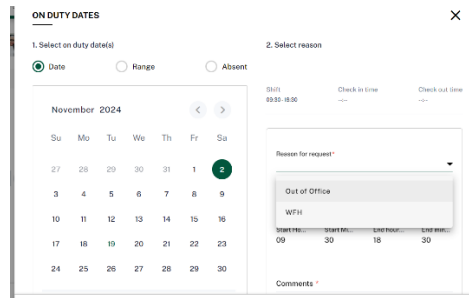
#### 2. Select 'On Duty'



#### 3. Select 'Add on Duty Dates'

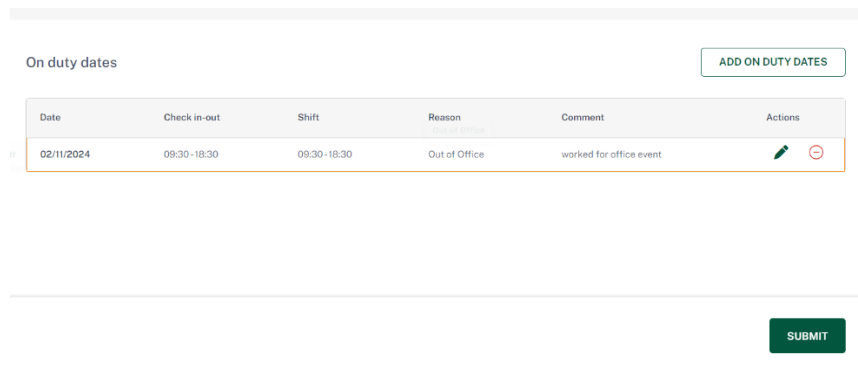


#### 4. Select the dates of paid holiday / weekends (Saturday / Sunday) that you've worked.



If it's an out of the office event, select Out of Office, if you've worked from office or home, select WFH. Add comments. Add one day at a time.

#### 5. Add one day at a time > Submit



Date	Check in-out	Shift	Reason	Comment	Actions
02/11/2024	09:30-18:30	09:30-18:30	Out of Office	worked for office event	