

In a year an employee is eligible for

- 12 Days of Sick Leave / Unplanned Leave
- 12 Days of Casual Leave
- 12 Days of Earn Leave
- 9 paid holidays

If an employee joins after 15th of a Month, he / she will be not be eligible for CL, SL and EL for that particular month.

Policy to avail Sick Leave / Unplanned Leave (SL)

- If an employee takes Sick leave more than 3 days (Doctor certificate need to be submitted)
- Confirmed employees will get 12 days of SL in Jan.
- SL will expire at the end of the calendar year i.e. on 31st December, cannot carry forward
- Employees who are in Probation will get 1 day SL credited every month, on confirmation employee gets the balance SL credit for the rest of the year.

Policy to avail Casual Leave (CL)

- CL leave need to be planned and applied in LMS three days before and approved by the Supervisor.
- Confirmed employees will get 12 days of CL Credit in Jan.
- CL will expire at the end of the calendar year i.e. on 31st December.
- Employees who are in probation will get 1 day CL credited every month, on confirmation employee gets the balance CL credit for the rest of the year.

Policy to Avail to Earn Leave (EL)

- Minimum 3 days leave should be availed and maximum of 24 days.
- Employee should apply in LMS two weeks before and get it approved from the Supervisor before going on leave.
- More than 24 days of EL balance need to be encashed in Dec and will be paid along with Jan salary of every year.
- Employee who are in Probation will get their EL credit in January of the following year even though they get confirmed in the middle of the year.

Policy on Extending leaves

- Sick/Unplanned leaves can be extended but medical certificate need to be submitted.
- Casual leaves cannot be extended. If extended, employee should apply for Sick/Unplanned leave.
- If the Casual leave extends more than 3 days and if SL leave exhausts, it will be deducted from EL provided if there is sufficient EL balance or else it would be LWP.

- If an employee exhausts his/her EL, it will be counted as LWP.
- EL cannot be extended. If extended employee should apply for SL or LWP.
- **Combining leaves in different category – Any combination is an exception, only one exception is allowed in a year.**

Policy on Leave without Pay (LWP):

- An employee can take a maximum of 5 business days as LWP in a year
- If any employee takes more than 5 days of LWP then he/she will be issued a memo

Chennai
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