



## **Update on NLTD India Leave Policy**

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 month.**

### **Policy to avail Sick Leave / Unplanned Leave (SL)**

- If an employee take Sick leave more than 3 days (Doctor certificate need to be submitted)
- Confirmed employees will get 12 days of SL in Jan'19.
- SL expire at the end of the calendar year i.e. in on 31<sup>st</sup> December, cannot be carry forward
- Employees who are in Probation get 1 day SL credit 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'19.
- CL will expire at the end of the calendar year i.e. in on 31<sup>st</sup> December.
- Employees who are in probation get 1 day CL credit 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 & maximum 24 days. Employee should apply In LMS two weeks before & approved by the supervisor.
- Confirmed employees will get 12 days of EL Credit and their carry forward EL in Jan'19.
- More than 24 days of EL balance need to be encashed in Dec 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 there is sufficient EL balance else 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.
- Debit leave will not be available from 2019 onwards.
- LMS will be enhanced to implement the policy.
- **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  
21<sup>th</sup> Dec 2018

Version: 1.0