PerceptiveAnalytics

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Leave Policy

Effective date

This leave policy will be effective from 1 Jan 2013.

Designated Holidays

The dates for the holidays listed below are as per those notified as Public Holidays for the year 2016 by the Government of Telangana. The list of holidays has been modified to suite Perceptive Analytics.

Public Holidays

The list is circulated separately.

Weekly Holidays

Saturday and Sunday of every week are designated as non working days. However, the company could ask an employee to work on Saturdays if there is need to improve productivity, or there is a client deliverable.

Working Days

All days, except Weekly Holidays and Designated Public Holidays are considered to be working days.

Types of Leaves

Paid Leave
These leaves would be treated as working days and will be paid.

Unpaid Leaves
All leaves after the leave balance goes down below zero will be unpaid.

Leaves
Leave will be accrued at the rate of 1.25 days per one calendar month . If an employee get paid for less than the calendar month, then leaves will be accrued pro rata.

Leave encashment

You can encash 10 days of unutilized leave in the month of April each year or at the time of termination. Any accumulated leaves prior to 1 financial year have to be encashed in April of next year. Last drawn Basic+DA will be will be the basis for encashment purpose on a pro-rata basis.

Authorised Signatoy

Chaitanya Sagar, CEO
Perceptive Analytics Pvt. Ltd.