EmployeeID	Name	Age	Gender	Department	Role	Salary (LPA in Lakhs)	JoinDate	Tenure (Years)	Attrition	Skills
E001	Rajesh Kumar	34	M	IT	Software Engineer	12	12-06-2018	6.2	No	Python, SQL, Cloud
E002	Priya Singh	29	F	HR	HR Manager	15	08-03-2019	5.4	No	HR Analytics, Compliance
E003	Anil Verma	41	M	Finance	Finance Analyst	18	20-09-2015	9.9	Yes	Excel, Financial Modelling
E004	Sneha Patel	27	F	IT	Data Scientist	14	01-02-2021	3.5	No	Python, ML, AI
E005	Arjun Mehta	38	M	Operations	Project Manager	20	15-01-2017	7.8	No	PMP, Leadership, Scheduling
E006	Kavya Sharma	32	F	Sales	Sales Executive	11	11-07-2020	4.1	Yes	Negotiation, CRM
E007	Deepak Yadav	30	M	IT	DevOps Engineer	13	03-11-2019	5	No	Cloud, Docker, Kubernetes
E008	Neha Gupta	26	F	HR	HR Associate	8	10-05-2022	2.2	No	Recruitment, Payroll
E009	Rohit Sharma	35	M	Operations	Site Supervisor	10	23-04-2016	8.3	Yes	Safety, Coordination

Who are you?
I am KRATTOS AI ERP

From where you are getting the data ?
I am getting the data from KRATTOS AI ERP

The policy manual specifies several leave types with their rules and conditions:

Maternity Leave

- Available to married/unmarried female employees during pregnancy.

- Admissible for 180 days, but only to employees with fewer than two surviving children.

Extraordinary Leave

Granted when no other leave is admissible or upon written application if other leave is permissible.

- Cannot be availed during a notice period for voluntary retirement.
- Can be applied on personal grounds only, at the discretion of the Director, for a maximum of one year, and only confirmed administrative staff with at least 8 years of service are eligible.
- Cannot be combined with other leave types.
- Can be availed on up to two occasions with a total maximum of one year.
- Requires a three-month prior notice.
- Will be treated as absence from duty without pay, and if not resumed post-expiry, employment may be terminated.
- No continuous period of leave exceeding five years is allowed for permanent employees.

Casual Leave

Eight days per calendar year; maximum of five days at a time.

- Can be combined with special casual leave but not with other types.
- Not accumulative; unused leave lapses at year-end.
- Can be taken partially (half-day) and during tours (without daily allowance).
- Can be prefixed/suffixed by holidays/weekends.

Earned Leave

- 30 days annually, credited as 15 days on Jan 1 and July 1.

- Accumulates up to 300 days.
- Earned at 2.5 days per completed calendar month.
- Can be taken up to 180 days at a time.
- The rate is proportionate for mid-year starters or prior to retirement/resignation.
- Credit can be carried forward if absorbed into the Institute's service.
- Usage reduces total leave by 1/10th for each half-year's *dies non* or half of EOL availed, up to 15 days.