

EmployeeID	Name	Age	Gender	Department	Role	Salary (LPA)	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 (Section 5.6, Page 6):**

- Available to married/unmarried female employees during pregnancy.
- Admissible for 180 days, but only to employees with fewer than two surviving children.

**Extraordinary Leave (Section 5.5, Page 5):**

- 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 (Section 5.1, Pages 3 & 5):**

- 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 (Section 5.2, Page 3):**

- 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.

**LTC/Leave Encashment:**

- Can be availed during casual leave (Section 5.1.11).

**Additional Conditions:**

- Leave cannot be claimed as a matter of right, and can be denied based on Institute requirements (,).

- Leave applications should specify reasons, and should be made timely (at least 10 days prior for planned leave longer than two days) (,).
- Extension of leave requires prior approval; unauthorized extension leads to salary deduction and possible conversion to EOL (,).
- Cancellation of leave needs supervisor approval ()).