

HR Policies & Process: Frequently Asked Questions

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Internal Job Posting

1. What is an IJP?

IJP or Internal Job Posting is a mechanism to facilitate employees view and apply to open positions within Capgemini (across SBUs, roles, domains, technologies and locations) in line with their career aspirations.

2. What is the objective of IJPs?

The objective of the IJPs is to:

- Inform employees about the opportunities currently available across the Organization
- Enable them to pursue opportunities of interest
- Facilitate diversity of experiences and learning for employees
- Encourage mobility and growth of employees
- Leverage internal talent

3. What are the key highlights of IJP process?

Following are the essential principles of the IJP Process:

- Any open position, must be posted internally, before initiating external hiring process. This will be applicable for all skills
- To be eligible to apply for an IJP, employees should have completed at least 24 months in their current role/ grade unless they are being released from their current role.
- Eligible employees are free to apply to available IJPs and are not required to get any prior approval from their current Reviewer (N+1).
- All applications for IJPs will need to be vetted by the RMG team of the SBU for which the IJP has been released
- An applicant selected for an open position against an IJP is expected to be released by the current Reviewer (N+1) within a maximum period of 90 days from the date of selection.

4. If I am on bench and have not yet completed 24 months in the role/ grade, can I apply for IJPs?

Yes. If you are on bench, you can apply for an IJP even if you have not completed 24 months. However you can apply only for those IJPs which are at the same grade.

5. Can I apply for IJP if I am on PIP?

You are required to successfully complete PIP before applying for IJP.

6. How many IJPs can I apply to at the same time?

You can apply to multiple IJPs at the same time. Your profile should match the requirements of the open positions you are applying for.

7. Do I need approval from my Reviewer (N+1) at the time of application?

No, you do not need any approval from your Reviewer (N+1) at the time of application. But, your manager will be kept informed about your application through a system generated email.

8. **Do I need any approval post selection?**
No, there is no approval required post selection.
9. **What will be release duration post selection to IJP?**
Post selection you will be released by the Reviewer (N+1) for the new position within a period of 90 days (maximum) from the date of selection.
10. **What if I am selected for multiple IJPs?**
In case IJP applicant is selected for multiple IJPs, it is mandated that the applicant must necessarily accept the first IJP he/ she was selected for and notified.

Performance Improvement Plan

11. **What is a Performance Improvement Plan (PIP)?**
Performance Improvement Plan (PIP) is a process to facilitate an opportunity for employees to improve their performance.
12. **Under what circumstances is the PIP initiated?**
PIPs are initiated under these circumstances:
 - When the rating of an employee in the annual reviews is 4 (AYR 4 PIPs). These are initiated as a scheduled activity
 - When performance gaps are noticed during the course of the year (Performance PIP): These are initiated by the Reviewer
13. **What is the standard duration of a PIP?**
The standard duration of a PIP is 90 days, irrespective of the PIP type.
14. **What are the different stages of PIP?**
There are 2 stages of PIP:
 - Objective Setting
In this stage the Reviewer has to identify areas of improvement, define measurement criteria and create an action plan
 - Assessment
 - i. Interim reviews: Two interim reviews post 30 and 60 days are mandatory from the start date of PIP. The system permits multiple Interim reviews.
 - ii. Final Closure: Post interim review, final assessment is done and PIP is closed either as "Successful" or "Unsuccessful".
15. **Who can access the PIP document in MyPath?**
The Current reviewer has access to the PIP document. In addition to the reviewer, BU HR whose name is updated in PIP document can access the same. Previous reviewer does not have rights to access PIP document.
16. **If an employee is transferred from one BU to another BU during PIP duration, who is responsible to take action on PIP?**
Only Current reviewer from new BU needs to take action and close PIP. Current reviewer can reach out to previous reviewer and basis improvement areas shared, design action plan or record progress updates, and then action closure of PIP.

17. Who can create a PIP? What is the process to create a PIP?

A PIP can be created in MyPath by the current reviewer.

The Reviewer has to click on “Create PIP” tab and fill the details mentioned below:

- Title: Performance PIP XXXX (XXXX – Year in which PIP is created)
- Start Date and End Date: Keep duration of 90 days between both
- Employee Name: Select Name of the employee
- BU HR Name: Select name of BU HR who would validate details in PIP document

18. What are the mandatory sections of the PIP to be filled by reviewer during Objective setting?

At the time of objective setting, it is mandatory for reviewer to fill the “Action Plan” section. Without this a PIP cannot be closed in MyPath.

19. What is the role of BU HR in the PIP process?

BU HR plays an important role at each stage of PIP. Depending on stage of the PIP, BU HR has to take actions as mentioned below:

- Objective setting stage
 - Ensure reviewer has identified improvement area details and mandatory information is captured. Action plan is to be created as per SMART framework to ensure transparency and role clarity for 90 days.
- Assessment stage
 - Two mandatory Interim review
 - Overall comments and selection of right Review indicator

20. How do I as a reviewer select the right BU HR name while creating a Performance PIP?

The reviewer needs to decide on the appropriate BU HR in consultation with the BU HR SPOCS of their units. To view the list of BU HR SPOCS, [click here](#). The appropriate name needs to be entered in the “HR Contact” section

21. Is it possible for me as a reviewer to see comments filled by BU HR during objective setting?

A reviewer can see comments filled BU HR only when document status is “PIP Objective Signoff (Reviewer)”. If comments are filled but the status is “PIP Objective Setting (Reviewer)”, then comments are not visible to reviewer.

22. What are the possible outcomes of PIP?

After completion of the 90 days duration of a PIP, a final assessment is to be conducted against the set performance parameters and the PIP closed. The PIP can be closed as either

- **Successful:** If the employee achieves the desired standards of performance defined in the “Action Plan” of the PIP. The reviewer indicator for this is “X”
- Or
- **Unsuccessful:** If the employee does not achieve the desired standard of performance define in the “Action Plan” of the PIP. The reviewer indicator for this is “X”. In the case of unsuccessful closure appropriate actions would be initiated by BU HR.

23. What are the various mandatory sections in PIP document?

Below mentioned sections are mandatory to be filled by reviewer Action plan

- Action Plan during Objective setting stage

- Progress updates during two Interim review
24. **Does the reviewer need to action a PIP of an employee currently serving notice period?**
PIPs need to be initiated for any employee rated 4 during the year end reviews, as long as such employees are with the organization. The reviewer needs to ensure that objective setting as well as reviews are conducted. This is required to ensure that performance improvements or otherwise are available, in case employee withdraws resignation. It would also help capture feedback in case employee is “re-hired” in future. In any event the PIP needs to be closed with the reviewer’s sign off on the performance of the employee
25. **Can PIP be closed before completion of mandatory 90 days duration?**
As per PIP policy, minimum 90 days needs to be given to employee to improve and deliver. However, there is no system check to stop reviewer from entering final assessment before completion of 90 days. Please note that If PIP is sent to BU HRs for sign-off before 90th day, then BU HR will send document back to reviewer’s queue.
26. **Is it possible to extend PIP beyond 90 days duration?**
As per PIP policy, there is no provision of PIP extension for both AYR and Performance PIP. However, if the final assessment is not completed during the given period then this will be reported as non-compliant and the reviewer needs to complete and close the PIP on priority.
27. **What is the process to conduct an Interim review?**
Reviewer can conduct Interim review only if the document is in PIP Assessment (Reviewer) status. Reviewer needs to fill progress update, select whether employee has achieved desired outcome as “Yes” or “No” and send document to employee.
28. **Can I as an employee view comments filled by my reviewer in PIP document?**
Yes, you can view comments filled by reviewer when document is in either PIP Objective Signoff (Employee) or in PIP Assessment Review (Employee) status. You need to fill comments in “Employee comments” section.
29. **What does reviewer indicators i.e. X, Y, Z signifies?**
Post completion of 90th day of the PIP, reviewer to conduct final performance review and decide on outcome of the PIP. There is only one possible outcome of any PIP. Reviewer to select one of the below mentioned indicators from drop-down where:
- X signifies Successful closure
 - Y signifies Unsuccessful closure
 - Z does not signify any outcome so please **Do not select**
30. **Is it possible to change BU HR name or status in PIP document?**
Yes, Please write to MyPath team with new details which are to be updated and post necessary approvals, MyPath team will make required changes in the document.
31. **Is it possible to close PIP without conducting Interim review?**
As per the PIP policy, no PIP can be closed without completion of two mandatory interim reviews. However reviewers and BU HR need to ensure this, else the PIP will remain open.

32. **What is the timeline for entering comments & sign off by the employee?**

Employees must put in comments & sign off the document within 15 days of initiation of PIP, else it will be deemed to have been accepted by them.

33. **What needs to be done in case I disagree with the reason for initiation and/or action plan for PIP by Reviewer (N+1)?**

In case of any disagreement on the reason for initiation and/or the action plan for PIP by Reviewer (N+1) during the year, you may appeal against the same as per the "Appeal Process". The PIP process will run in parallel to the Appeal process.

Appeal Process

34. **What are the scenarios under which I can appeal?**

Below are the scenarios under which you can appeal:

- There is a disagreement on the feedback (whether mid-year and/ or annual) and rating shared by the Reviewer under the following indicative instances;
 - Performance for a specific period, project/ assignment during the year has not been taken into consideration.
 - Reviewer has not provided the feedback to the employee through one-on-one discussion.
 - Previous Reviewer has not been consulted by current Reviewer.
- There is a concern regarding the decision of promotion.
- There is a disagreement on the reason for initiation and/or the action plan for PIP by Reviewer during the year.

35. **What is the time duration for raising appeal?**

An appeal can be raised to the concerned BU HR within 7 business days from the date of the concern arising.

36. **What are the process steps for appeal?**

Step 1: BU HR to facilitate conciliatory meeting between N+1 and N. The outcome of the meeting must necessarily be documented. In the event the N is dissatisfied with the outcome, an appeal may be initiated.

Step 2: Employee can then escalate the appeal to the N+2 and / or N+3 level to be facilitated by BU HR

Step 3: If the employee is still dissatisfied with the outcome of the discussion in Step 2, the appeal progresses to a neutral panel

For details please refer Appeal process

37. **What is composition of the Neutral Panel?**

At least 2 members from business and 1 member from HR at Global Grade E/ equivalent or above, not having any relation (personal/ professional) with the appellant. Two members of this panel should be from a different BU.

38. What should employees keep in mind while raising an appeal?

The appeal process is a mechanism to ensure fairness to employees. It should not be misused to raise unfounded complaints or allegations. Such actions will be viewed seriously by and will result in appropriate disciplinary action against the appellant.

39. What are the guidelines for appellant?

- While raising an appeal, appellants need to fill the template as per Annexure 1 in the process document and mark a copy to concerned BU HR. Marking a copy to BU HR is mandatory
- Appellants can [Click](#) here to fill in requisite details while raising the appeal. This will help the Performance Management team track progress of the appeal.
- Appellants need to attach all the relevant documents while raising the appeal, and list it down in the template.

Rewards & Recognition

40. What are the categories and sub categories of Rewards & Recognition (R&R)?

There are three broad categories and sub categories of awards are:

A) BU Award

- Excellence in customer delivery
 - Customer Delight
 - Firefighter
 - Outstanding Contribution in Delivery
 - XtraMile
 - STAR
 - Rising Star
 - Enabling Champion
- Engagement Profitability
 - Value Creator
 - Margin Champions
- People Leadership
 - People Leader
 - People Champion
- Innovation
 - Out of the Box
 - Process Innovation
- Growth & Winning New Business
 - Sales Champ
 - Account Miner

B) Central Awards

- Innovation award
- Technology / Functional COE Award
- Capgemini Learning Facilitator Award
- The Super Team Award
- Project Star Award

C) Long Service Awards: On completion of below tenure:

- 5 years
- 10 years
- 15 years
- 20 years
- 25 years
- 30 years
- 35 years

For more details refer Rewards & Recognition Policy

41. **Will all the rewards be applicable to all employees?**

From the BU Awards, each BU will choose some rewards that suit their strategy and these will be accordingly announced to the employees of that BU.

Office Hours

42. **What are the Office Hours applicable?**

The details of office hours for General shift* by location are detailed below:

Location	Normal work week	Timing for location other than specified elsewhere in this policy	Erstwhile IGATE locations
Bangalore	Monday to Friday	9:00 to 18:30	8:00 to 17:30
Chennai	Monday to Friday		8:00 to 17:30
MIPL	Monday to Friday	8:30 to 18:00	NA
PCT	Monday to Friday	9:00 to 18:30	NA
Gurgaon			
FS BU	Monday to Friday	8:00 to 17:30	NA
Others	Monday to Friday	8:30 to 18:00	NA
Hyderabad	Monday to Friday	8:30 to 18:00	8:00 to 17:30
Kolkata	Monday to Friday	9:00 to 18:30	8:00 to 17:30
Mumbai	Monday to Friday	9:00 to 18:30	8:00 to 17:30
Pune	Monday to Friday	8:00 to 17:30	8:00 to 17:30
Gandhinagar	Monday to Friday	NA	8:00 to 17:30

- Considering the nature of business of BSv, BU HR would be separately communicating the office hours applicable to associates in BSv taking into account the shifts assigned.
- The office hours includes breaks and is applicable to all Employees of Capgemini.

43. **I am an employee of BSv. The new policy does not mention any timing for BSv. Why?**

The business operations model of BSv is different from that of IT Services. Timings in BSv are more driven by the nature of engagement supported. The office hours applicable in the case of BSv. will be communicated separately by the BSv. HR team.

44. **How is my attendance recorded?**

Your attendance is recorded through the attendance tracking system

45. Do I need to record in & out time?

Yes, you are required to do it by swiping your access card while entering and exiting any Capgemini office premises.

46. I am a Capgemini employee but due to project reasons, I am assigned to work from erstwhile IGATE locations. Which time should I follow?

You can follow the erstwhile IGATE location timings in such cases, provided the project assignment has been formally done including your location change in all systems.

47. I am on bench. Do I still need to come to office every day?

Yes, even if you are on Bench, you need to still report to office daily and complete the required office hours in office.

48. I am on a secondment. How will it impact my attendance?

If you are marked as being on secondment in the HR system, this is automatically updated in Empulse and you will not be marked as absent.

49. I work outside Capgemini office locations (e.g. working at Client location, working remotely, etc.). How should I ensure that I am not marked as absent?

Your attendance is captured from the access card readers only at Capgemini offices. Hence, it will be shown as AB. You can use Manual Attendance option (Attendance => Request => Manual Attendance) to correct the time and submit to your supervisor for approval. Same option should be used if you have to work outside Capgemini location for reasons like, external meetings or trainings, Business travel etc.

Alternatively, your supervisor can use Manual Attendance or Exclusion List options.

50. Can I work from any other Capgemini office?

You are required to work from the office location assigned to you and cannot work from any other location without prior approval from your Manager.

51. If I am unwell and have to be on leave, do I have to still inform anyone?

Yes, if you are taking an unplanned leave, you need to inform your Manager and/or your BU HR representative as soon as possible. You need to also ensure that you apply for leave in the Leave Management System (LMS) immediately on return to office.

52. I attend office regularly. Empulse attendance records show me as AB (Absent). What should I do?

You may not have swiped your access card or your swipe may not have been recorded by the device. Pls. use Manual attendance option (Attendance => Request => Manual Attendance) in Empulse to correct the time and submit to your supervisor for approval. You can check the status of such a request by navigating via menu Attendance => Request => Self.

53. I work in shifts. How do I make sure that my In Time and Out Time are correctly reflected?

Pls. check whether you are assigned to an appropriate shift (including night shift) in Empulse (Attendance => Shift => My Workshift). If a change is required, pls. contact your supervisor.

Empulse allows supervisors to allocate you to appropriate shifts using Shift Scheduler (Attendance => Shift => Shift Scheduler). Pls. reach out to your supervisor for allocating you to an appropriate shift.

54. What is Unauthorized absence?

This term refers to any Employee who remains absent without any intimation and/ or approval from the respective Manager and also includes overstaying / extension of leave without approval.

55. What will be to consequences if I remain absent without informing anyone?

If an employee remains absent without information, he/she may be marked as being on "Unauthorized absence (UA)". If UA extends beyond a period of 10 consecutive calendar days, it could result in the employee losing his/her lien on employment with Capgemini and result in termination of employment from the day the Employee last reported for work.

For details refer Office Hours & Attendance Policy

56. What are some of the scenarios which may lead to initiation of disciplinary action?

Situations like these would result in disciplinary action being initiated against the Employee. This list is only illustrative and not exhaustive

- Being absent from work and not applying for leave.
- Habitually not recording attendance / not regularizing attendance.
- Habitually not working the specified hours.
- Habitually not recording in/ out details while entering / exiting office premises.
- Being absent from work without approval from / intimation to Manager or BU HR, including overstaying / extension of leave.
- Habitual / repeated absence from work.
- Working from any other office location / working remotely without prior approval from Manager.
- Refusing to or not submitting supporting documents asked for with respect to absence.
- Refusing to / not going to a Doctor / hospital for assessment, when directed to do so.
- Producing fake documents (e.g. medical documents).
- Carrying another Employee's ID cum access card without authorization.
- Swiping another Employee's access card or trying to record another Employee's attendance.

Probation

57. What is the length of the probation period?

Probation period is for duration of 6 months from the date of joining Capgemini.

58. What will happen in case of transfer between entities in India during probation?

Probation period will continue in the new entity until 6 months from the date of joining the organization.

59. What will happen at the end of probation period?

If the probation period is completed successfully, a confirmation letter would be issued to the employee. If the probation period is not completed successfully, i.e. if the employee fails to achieve the expected standards of performance/ conduct for their level, his/ her employment could cease.

In a possible third scenario, the probation period could be extended for a further period not exceeding more than 30 days, after which the reviewer would have to close the outcome as successful or unsuccessful

In all these situations, there would be a communication to the employee informing him/her of the next steps.

60. What happens in case of resignation during the probation period?

In case of resignation during the Probation Period, the New Joinee will serve 3 months' notice as probationer or where appropriate, will have to pay gross salary in lieu of notice

On-Call Allowance

61. What is the grade eligibility for on-call Allowance?

Employees in grade A, B and C qualify for on-call allowance. This allowance is payable through payroll and subject to tax.

62. What is the minimum duration that an employee is supposed to be on-call to be eligible for the payout?

There is no minimum time for this purpose. Employees' on-call would be on standby during the on-call period and attend to any project related problems and ensure their successful resolution. Employees would be identified by Managers in advance to provide support at the request of the customer.

63. If I receive an unscheduled call after office hours, am I eligible to receive on-call allowance?

No. This policy excludes any employee carrying a mobile as part of the job, who gets occasional calls outside of office hours. These are considered as an extension of normal job requirements and do not qualify for additional compensation.

64. Can the manager assign the same employee to provide on-call support throughout the project duration?

No, employee rotation is mandatory. The maximum duration an employee can be "on call support" is ONE MONTH only. Any exception to this due to lack of manpower has to be approved by the BU Head.

Shift Allowance

65. What is the grade eligibility for Shift Allowance?

Employees in global grades A, B and C are eligible for Shift allowance, provided their working time falls outside the general shift and in line with the timings defined in the shift allowance policy. Shift working is based on assignment by the manager and is on a predefined and rostered basis. This allowance is payable through payroll and subject to tax.

66. Will I be able to claim Shift Allowance if I have not been rostered for the shift other than General shift?

Employees who have not been assigned for shift working will not be eligible for shift allowance, irrespective of actual work hours. An employee has to be duly assigned to the shift in the system by the Project manager beforehand and rostered.

67. Can employees claim Shift allowance for more than one shift for the same day?

Employees cannot claim shift allowance for more than one shift. Also the shift allowance can be claimed only for the shift that employees have been rostered for.

68. Can I claim expenses incurred on food like snack/dinner during for the same day?

There is no provision for such expenses to be claimed additionally. The allowance includes snack/dinner expenses etc. and hence cannot be claimed separately.

69. Am I eligible for Company transport if working in Shift?

Company transport would be provided as per the Company Transport Policy

70. How will I get the Shift Allowance payout?

Approved shift allowance before the cut-off will be processed through the regular payroll and will be paid along with the monthly salary subject to income tax deductions as applicable

Deputation Allowance

71. What is Deputation? What does the deputation policy cover?

Travel within India to locations outside the base location for business purposes, for periods extending beyond 30 days but less than 180 days is treated as deputation. Employees on such travel would be eligible for deputation allowance. Travel which is less than 30 days will be treated as Business Travel and employees on Business Travel would be governed by the India Travel and Expense policy guidelines.

72. What is the grade eligibility for Deputation Allowance?

The policy is applicable to all regular full-time employees of Capgemini.

73. What if my Deputation gets extended beyond 180 days?

If the deputation exceeds 180 consecutive calendar days, the employee will be transferred to the new location and issued a transfer letter accordingly.

74. Is Local conveyance part of Deputation Allowance or can I claim it separately?

Deputation allowance is inclusive of local conveyance expenses, food, laundry, portage, personal telephone expenses and other incidental expenses for which no separate claims will be allowed for reimbursement.

75. Can I avail Company transport facility while on Deputation?

Yes, you can. For employees availing Capgemini transport, transport deduction will be applicable from employee's salary as per transport policy applicable in the city.

76. Can my family accompany me during the period of Deputation?

Family of the employee is not authorized to travel with the employee. In case employee intends to travel with his/ her family, the cost for such family members will have to be borne by the employee for which no reimbursement can be claimed.

Transfer and Relocation Policy

77. What does the term Transfer and Relocation mean?

Transfer is considered only in the case of existing employees. The term Transfer refers to relocation within India from the current location to another location, for a period exceeding 180 days.

Relocation is considered only in the case of lateral new joiners who are required to relocate within India when joining the Organization

78. Is Time off applicable to a new joiner?

Time off is applicable only for existing employees who are getting transferred, it is not applicable for new hires upon joining the Company

79. Is settling allowance applicable to new joiners?

Settling allowance is applicable only for existing employees who are getting transferred and is not applicable for new hires

80. Is settling allowance applicable over and above relocation allowance mentioned in the policy for transferred employees?

Yes settling allowance is applicable over and above relocation/transfer allowance and it is one month's base pay and will differ from one employee to another. This will be paid through payroll and subject to tax.

81. Can settling allowance be availed in advance?

Settling allowance will be paid through salary only post transfer, it will not be given as advance.

82. I have been transferred to a new location basis my personal request (Employee initiated transfer), will I be eligible for relocation allowance, settling allowance, accommodation?

If transfer is employee initiated and approved concerned authority, only ticket cost will be reimbursed for self (Employee only) and other benefits are not applicable.

83. What benefits are applicable for fresher's being transferred to a new location?

Fresher's completing their training successfully would be eligible for a settlement allowance of INR 5000, provided their location of posting is different from their location of residence. This coverage would be available to them up to the completion of one year post their training.

84. Will there be any recovery of the allowances paid if I resign within a year of relocation/transfer?

In case you resign within a period of one year from the date of Relocation/Transfer, the entire amount of Relocation/Transfer allowances (including movement of household goods, vehicle, lease breakage, brokerage & non-refundable school donation) that was reimbursed by you will be recovered as a part of the full and final settlement.

Compensatory Off

85. When can I claim compensatory off (CO)?

If you are asked to come to office for work on your regular / scheduled weekend or your designated Public Holiday, you can claim a Compensatory off in lieu of such work. However, you should have been assigned for work by your Manager / supervisor. You cannot claim a CO if you have come to office on such days on your own.

86. How many hours should I have been in office to be eligible for a CO?

You should have been in office for at least 9.5 hours/ your assigned office time to be eligible for a CO.

87. In case my regular weekend happens to be on days other than Saturday & Sunday, can I claim CO for having worked on Saturday or Sunday?

No, CO can be availed for working on project designated weekends. If Saturday/Sunday is designated as regular working days in a project CO cannot be claimed.

88. Can I claim a CO if I have worked from home on my regular / scheduled weekend or designated Public Holiday?

No, CO cannot be claimed for working from home on a weekend or Public Holiday.

89. Will I be eligible for a CO if I have to attend a training / conference / offsite / team building activities on my regular / scheduled weekend or designated Public Holiday?

No, CO is not applicable in such cases

90. Instead of availing of a CO, can I ask for encashment of such CO?

No, CO cannot be encashed.

91. When can I avail of the CO?

You can avail of the CO before the end of the calendar year. However, if you have worked for a weekend / Public Holiday in the month of December, you can avail of the CO in lieu of this work on or before 31st Jan of the subsequent year.

Approval has to be sought in advance from your Supervisor/Manager before availing of CO.

92. How should I apply for a CO?

You need to go to the Leave Management System (LMS) and choose the option to apply for CO. You will be asked to enter the day/date of the weekend / Public Holiday you worked to claim the CO. Once you submit the request, it will go to your supervisor / manager for approval. You can go on a CO only after this is approved.

93. How many COs can I avail of at a time?

You can avail of a maximum of 5 working days of COs consecutively.

94. If I am on-call on during my regular / scheduled weekend or designated Public Holiday, can I claim CO against it?

No, CO cannot be claimed in such instances.

Leave Policy

95. What is the leave cycle?

Leave cycle is January to December.

96. How many Leaves I can carry forward?

You will be able to carry forward 15 days each calendar year from current year balance. This carry forward during consecutive years can continue until you accumulate a maximum of 30 days of leave.

97. How many leaves get credited?

2 days of leaves will be credited every month except June and December where 1 day each will be credited, to accrue 22 days of leave in a year.

98. Will my accrued leave be prorated depending on the joining date?

Every month, 2 privilege leaves will get accrued in your leave balance except for the months of June and December, where only 1 leave is accrued.

If you have joined after 15th of the month then there will be 1 day of leave accrual for that particular month except for the months of June and December; where, no leave accrual will happen.

99. Assuming If I have no accumulated leave balance can I apply for leaves at the start of the year?

You can apply for 5 days' leave advance (leave overdrawn) even if the accrued leaves are zero. The leaves so availed will be adjusted against the leaves credited in the following months. If you are on notice period then you will not be eligible for 5 days advance leave benefit.

100. Will the intervening weekend and public holiday will be counted as leave?

All intervening weekend and public holidays during the Privilege Leave period shall not be counted as leave. However, all intervening weekends and public holidays during the Maternity leave, Miscarriage leave shall be counted as leave.

101. If I am availing leave without pay (LWP) will the intervening weekend and public holiday will be counted as LWP?

For the purpose of calculation of LWP, all the intervening weekend days and public holidays will be counted as LWP.

e.g. If LWP is applied from Thursday to Monday, the days counted as leave would be Thursday, Friday Saturday, Sunday and Monday, totaling to five (5) days.

LWP is calculated on your Total Cash Compensation (TCC).

**PF and Bonus amount will be deducted proportionally.

102. How many leaves I can avail during notice period?

If you are serving notice period you shall not be entitled to avail more than two days of PL per month of the notice period. Excess PL availed will be considered as Leave Without Pay and would be recovered during Full & Final settlement.

103. **What will be the Leave encashment in case of resignation?**

Only Privilege Leave is encashable. Encashment is allowed only at the time of cessation of employment up to a maximum of 30 days. No other leave is en-cashable. Any balance over and above 30 days will lapse.

The encashment shall be made on Total Base Compensation. Total Base Compensation is defined as:

Total Fixed Pay minus Company contribution towards PF and Gratuity

Payout per day will be calculated based on calendar days in the year. Leave encashment is paid along with Full and Final settlement.