**Employee Time Off From Work**

**OBJECTVE:**

The leave rules have been formulated to enable employees to maintain a healthy work life balance.

Policy is applicable to all FULL TIME EMPLOYEES only.

Leaves sent directly to Reporting Manager without marking CC to HR department is not valid. Leave approval via Respective Manger is compulsory.  
  
The employees cannot avail any leave during his/her notice period if he/she resigns.

**LEAVE RULES:**

|  |  |  |
| --- | --- | --- |
| **Type** | **DESCRIPTION** | **Number of Leaves** |
| **Public Holidays** |  | **8** |
| **Earned Leaves** | **Employees are allowed to carry leave balance to the next calendar year or get it encashed on basic salary**  **Note: leaves cannot be adjust in Notice Period** | **9** |
| **Casual Leaves** | **A maximum of 3 CL can be taken at a time on quarter basis, it must be made & approved at least 7 days in advance by Respective Reporting Manager**  **Sick leave for more than 2 days, a doctor’s certificate should be submitted**  **Note: leaves cannot be adjust in Notice Period** | **9** |

**CASUAL LEAVES:**

**Que:** What are Entitlements for Casual leave?

**Ans:** The employees are entitled to 9 days of casual/sick leave in a year. Any unutilized leave in this category will lapse at the end of the calendar

If the employee joins after 1st January during any year, he/she will be credited casual leave on pro-rata basis. Like if the employee joins on 1st April of any year then the casual leave for 275 days will be 7.5 days which will rounded off as 7 days of casual leave which will be credited to the employee account.

**Que:** Who all is Eligible for Casual leave?

**Ans:** All the employees are eligible for casual leave

**Que:** What is the Maximum Accumulation for casual leave?

**Ans:** Casual leave can't be accumulated nor can they be encash

**Que:** How to Avail Casual leave?

**Ans:** The employee cannot avail more than 3 casual leaves at a stretch; also it must be made & approved at least 7 days in advance by Respective Reporting Manager

The employee cannot avail casual leave during his/her notice period if he/she resigns. If the employee is on probation the employee cannot avail any leave for initial 3 months.  
  
In the event an employee avails of sick leave for more than 2 days, a doctor’s certificate should also be submitted

**EARNED LEAVES:**

**Que:** What are Entitlements for Earned leave?

**Ans:** The employees are entitled to 9 days of earned leave in a year. Any leaves unutilized can be carry forward to next year Calendar or can be encashed on their basics.

If the employee joins after 1st January during any year, he/she will be credited earned leave on pro-rata basis only like as Casual Leave.

**LATE ARRIVAL/LATE ATTENDANCE**Late coming is permitted till 11:00AM only, if employee is reporting office after 11:00AM then it would be considered as Late Arrival & 2 unapproved Late arrivals in a Month will be considered as 1 Full Day Leave  
  
Any employee reporting office after 12:00PM, will be considered as a Half Day. If in case employee is late due to some official work (working late previous night) then he/she need to get it approved with respective Reporting Manager & share the same with HR.