

Leave Policy-2025-V.1

General Leave Policy:

1. Only planned leaves are encouraged & applied with the permission of the reporting Manager. **Advance Planned Leave** - shall be applied **10days** in advance.
2. **Extension of planned leaves** availed for more than **10 working days** – all the Saturday, Sunday or any Holidays will be considered as leave only.
3. **Extension of any planned leave** due to considering any situation – all the Saturday, Sunday or any Holidays will be considered as **LOP**.
4. **Unplanned leaves** during weekend or week-start - all the Saturday & Sunday automatically considered as **Leave/LOP**. Except leave applied using Sick leaves.
5. **The Loss of pay leave** applied using LOP option– all the Saturday, Sunday or any Holidays will be considered as **LOP/leave**.
6. Team applying for long leaves, more than 10 days, leave letter must be submitted to respective Team lead.
7. No Leave Grant During Notice Period.

Annual Leaves (15 AL):

1. AL is granted on a pro-rate basis, i.e. $15/12=1.25$ leaves/Month.
2. GreytHR app will automatically grant the leaves on 1st week of every month.

Casual Leaves (7 CL):

1. CL is granted on a pro-rated basis, that is $7/12=0.58$ /month.
2. CLs are for emergency and casual purposes, can be applied and availed on the same day.

Sick Leaves (5 SL):

1. SL are granted on a pro-rated basis, that is $5/12=0.42$ /month.
2. Medical certificate to be submitted if sick leave extends more than 3days.
3. More than 5days of Sick Leave will be considered as LOP.

Loss Of Pay (LOP):

1. Any leave applied using LOP, will be pushed automatically to Loss of Pay on the same month.
2. Unapplied leaves treated as LOP & will be reflected on the same month's salary.
3. Any missed Biometric swipe treated as LOP.

Comp-off (COF):

1. Any Comp-Off granted must be utilized within the same quarter in which it is earned.
2. If Comp-off not availed within the quarter, it will be eligible for encashment at quarter-end, subject to approval.

Carry-Forward Policy & Leave Encashment:

1. **AL:** Max 12 leaves will be carried forwarded to next year & balance leaves for the calendar year considered for Encashment.
2. **SL & CL:** Balance leaves for the calendar year considered for Encashment.

Note: Everyone is requested to apply leaves only through GreytHR App, no other channels are entertained.