

Frequently Asked Questions on Leave Policy

Q. What is the change in carry forward of leaves in the new Leave Policy starting January 1 2016?

A. As per current policy employees are allowed to carry forward to the following year the unutilized portion of their annual leave, subject to a maximum of 20 days each calendar year.

The change from 2016 onwards is that the maximum number of days that can be carried forward will be 15 days each calendar year. This carry forward during consecutive years can continue until employees accumulate a maximum of 30 days of leave.

Q. What is the rationale behind this change?

A. There are two reasons to consider this change, the primary is that employees are encouraged to take leaves (at least 7 to 10 days each year) to have a work life balance by focusing on the personal / non-work aspect of life. It was also observed that in majority of the cases the carry forwarded leaves lapse. Hence this revision has been made to encourage employees to utilize leaves in the current year, and as a result, achieve a better work-life balance.

Q. Suppose I have 20 days unutilized leave as of December 31, 2015 will this mean only 15 days leave will be carry forwarded in 2016?

A. As of December 31, 2015 a maximum of 20 days unutilized leaves if available will be carry forwarded to 2016. This is being done to ensure that employees have an entire year to plan their leaves in 2016.

Q. What will happen if I have more than 30 days of unutilized leave at the end of December 2016?

A. If an employee has more than 30 days of unutilized leave as of end of 2016, i.e. 20 days from 2015 and 10+ days from 2016; then 30 days will get carried forward and the additional leaves will lapse

Q What are accumulated leaves?

A. Accumulated leaves are leaves which are carried forward from previous year.

Q What are annual accrued (Earned) leaves?

A. Annual accrued leaves are leaves which are credited at the beginning of each month.

Q. Can I take leaves from accumulated balance?

A. An employee can take leave from annual accrued leaves first, once they are exhausted leaves can be taken from accumulated leaves.

Q Why am I unable to view my projected leave balance for 2016?

A. There is no concept of projected leave balance as per new new policy. You can avail the Leaves based on the current leave balance. Any leaves taken more than the current leave balance will be considered as LWP

Q Can I apply for LWP if I have current leave balance?

A. No. First you have to exhaust your current leave balance (leave balance should be visible as 0 in LMS) and apply LWP in LMS and get it approved, post which the LWP code will be visible in Clarity for the time entry.

Note - Post approval in LMS it takes 24 hours for Unpaid leave Code to be reflected in Clarity

Below are three scenarios that will help understand how unutilized leaves will be carry forwarded.

		A	B	C	D (Up to Max of 15 days)	E = B+D	F = E subject to max of 30 days	G = (A+B)-(C+F)
Scenario	Year	Annual Accrual (Earned Leaves)	Accumulated Leaves From Last Year	Leaves availed in Current Year	Unutilized Leaves Accumulated from Current Year's Accrued Leaves	Total Accumulated Leaves	Accumulated Leaves Carry Forwarded	Number of Leaves Lapsed
No Accumulated Leaves at start of 2016	2016	22	0	10	12	12	12	0
	2017	22	12	10	12	24	24	0
	2018	22	24	10	12	36	30	6
	2019	22	30	10	12	42	30	12
	2020	22	30	10	12	42	30	12
20 days Accumulated Leave at start of 2016	2016	22	20	10	12	32	30	2
	2017	22	30	10	12	42	30	12
	2018	22	30	10	12	42	30	12
	2019	22	30	10	12	42	30	12
	2020	22	30	10	12	42	30	12
10 days Accumulated Leave at start of 2016	2016	22	10	10	12	22	22	0
	2017	22	22	10	12	34	30	4
	2018	22	30	10	12	42	30	12
	2019	22	30	10	12	42	30	12
	2020	22	30	10	12	42	30	12

Q. How will leaves be credited 2016 onwards?

A. From January 1 2016 onwards 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.

Q. What is the rationale behind this change?

A. A credit of 2 days per month will be more straight forward for calculation than a credit of 1.8 leaves per month.

Q. Will the above accrual be prorated depending on the joining date?

A. For all months except June and December – If an employee joins between 1st to 15th of a month 2 days leave will be credited at the start of the month. If an employee joins between 16th to end of a month 1 day leave will be credited.

For June and December – If an employee joins between 1st to 15th of a month 1 day leave will be credited at the start of the month. If an employee joins between 16th to end of a month 0.5 day leave will be credited.

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

A. Assuming there are zero leaves in balance an employee can avail leaves only after leaves are earned.

Q. If any holiday or weekend falls during the annual leave, will it be counted as leave?

A. Company holidays and weekly offs occurring during a period of annual leave are not included as part of leave.

Q.Do we have to take annual leaves separately or can they be clubbed with other leave?

A.Annual leave can be taken in conjunction with any other leave.

Q.If any holiday or weekend falls during the leave without pay, will it be counted as leave?

A.All intervening holidays and weekends falling during this period will be counted as leave without pay.

Q. What benefits are available to the employee during the leave without pay period?

A.During leave without pay the employee is not eligible for any compensation or benefits except insurance coverage. Leave without pay duration (days) is not considered for accrual of annual leave.

Q. What will happen if one has annual leave balance and also applies for leave without pay?

A.First all the leaves will be debited from annual leave balance and then the balance leaves will be accounted as leave without pay.

Maternity Leave

Q.Who is eligible for maternity leave?

A. Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled up to 12 weeks of maternity leave with full pay. All intervening holidays and weekend falling during this period of maternity leave are counted.

Q. How many times one can avail maternity leave?

A. Maternity leave can be availed a maximum of two (2) occasions during an employee's tenure with the Company.

Q. How many days of maternity leaves are given?

A. maximum of 90 days of leaves are given.

Q. Can one take maternity leave in installments?

A. No, one has to take maternity leave in a single block of 90 days only; it cannot be taken in installments.

Q.Are holidays and weekends counted in maternity leaves?

A.All intervening holidays and weekends falling during this period of maternity leave are counted.

Q. How many days of leaves are available for medical termination of pregnancy (MTP) under medical advice or miscarriage?

A.Employees undergoing medical termination of pregnancy (MTP) under medical advice or miscarriage are entitled to 45 days of maternity leave subject to submission of certificate from a registered medical practitioner.

Q. I need less than 90 days of maternity leave. Will the balance leave be encashed?

A.Maternity leave is not encashable in any manner, under any circumstance. It cannot be accumulated or used in installments.

Q. What compliance is required before proceeding on maternity leave?

A.FORM 1 which is available in the link, needs to be filled in and submitted to the People Process representative.

<http://km20.capgemini.com/files/fckeditor/Form%20No%201.pdf>

Q. Is there any Bonus payable towards Maternity Benefit?

A.Women employees on maternity leave are eligible for onetime bonus of Rs.3500/- towards maternity benefit.

Q.Can a women employee avail more leaves than the stipulated 90 days as Maternity Leave?

A. Employees are allowed to use annual leave in continuation with maternity leave, after first having completed the 90 days of maternity leave. Any additional leave is applied over and above the annual leave will be considered as leave without pay. This leave is granted based on circumstances of each case and should necessarily be recommended by the sanctioning authority / supervisor and approved by the people process head.

Also a women employee would be eligible for an additional one month maternity leave in addition to the availed 90 days maternity leave in case of illness arising out of pregnancy, delivery, premature birth of child, medical termination of pregnancy or tubectomy operation subject to submission of certificate from a registered medical practitioner.

Q. Is Medical Insurance Benefit applicable for child birth?

A. Medical Insurance benefit is applicable for maximum of two (2) Childs during an employee tenure with the company.

Paternity Leave

Q. How many days of paternity leave are allowed?

A. Male employees are entitled to a maximum of five (5) working days of paternity leave.

Q. How many times can paternity leave be availed?

A. This leave can be availed a maximum of two (2) occasions during an employee's tenure with the Company.

Q. Can paternity leave be encashed?

A. Paternity leave is not encashable.

Q. Can paternity leave be taken in installments?

A. Paternity leave cannot be accumulated or used in installments.

Q. When can one take paternity leave?

A. Paternity leave must be taken within 90 days of the birth of the child or it will lapse automatically.

Q. Can one take paternity leave if the child is adopted?

A. Yes, paternity leave can be taken if the child is adopted.

Q. If any holiday or weekend falls during the paternity leave, will it be counted as leave?

A. Company holidays and weekly offs occurring during a period of paternity leave are not included as part of leave.

Q. Can I avail paternity leaves in two installments and can paternity leaves be accumulated?

A. Male employees are entitled to a maximum of five (5) continuous working days of paternity leave. Paternity leave can be used a maximum of two (2) occasions during an employee's tenure with the Company. All intervening holidays and weekends during this period of paternity leave are not counted as leave. Paternity leave must be used within 90 days of the birth of the child or it will lapse automatically. Paternity leave cannot be encashed in any manner, under any circumstance. It cannot be accumulated or used in installments.

Adoption Leave

Q. Who can avail adoption leave?

A.Women employees can take adoption leave.

Q. How many days of adoption leave is given?

A.If the adopted child is of less than one year, then the adoption leave is allowed for 2 months. If the child is of more than one year, then adoption leave is given for 1 month.

Q. If any holiday or weekend falls during the adoption leave, will it be counted as leave?

A.All intervening holidays and weekends falling during this period of adoption leave are counted.

Compensatory Leave

Q. What is compensatory leave?

A.If any employee works on any public holiday and / or during weekly off days he/she is compensated for by giving a leave on any working day for day/date approved by the supervisor.

Q. When can I avail compensatory off?

A.Employees can avail comp off only if he/she works for full day on public holidays and /or during weekly off days.

Q. Within what duration should I avail my compensatory off?

A.Compensatory off should be availed within 6 months and should be availed in the same account/function.

Compassionate Leave

Q. When can one avail compassionate leave?

A.In the event of an unfortunate death in the immediate family, employees are eligible for five (5) working days of compassionate leave.

Q. Who all are considered as immediate family?

A.Immediate family include parents, spouse, In-Laws (Spouse Parents), children and siblings.

Q.When an employee is at the client location/site, which holiday list is applicable?

A. Employee stationed at client site should follow the public holiday policy as applicable in the client organization

Leave during notice period

Q. Can one get the leave during the notice period?

A. Employees can only avail of leaves during the notice period with prior approval from their supervisor.

Resignation

Q. Can one resign during the leave period?

A. If an employee resigns during the leave period, the start date of the resignation (notice period) will be considered from the day the employee resumes office.

Leave Encashment

Q. How many leaves are encashed when an employee resigns or retires?

A. A maximum of 30 days of accumulated leave can be encashed during the final financial settlement if employee resigns or retires.

Q. Is the leave encashment amount taxable?

A. Leave encashment is taxable as per the income tax act; all or any tax liability from this payment is the responsibility of the employee.

Q. Where can one check the leave balance?

A. One has to log in to IConnect and follow the below path for checking leave balance connect. My Information → Professional Info → Leave details

Q. Where does one apply for leave?

A. One has to apply for leave through clarity. One has to select appropriate leave code from the list in clarity and apply for leave.

Q. Can one apply for leave for half day?

A. Our leave policy does not recognize leave for half day; one has to apply leave for full day only

Q. What if I have a leave balance and I am going on a STT?

A. In case you are going on a STT and you have leave balance in your account, the same will freeze and you can avail these leaves as and when you return from your STT

For example:

If an employee has 20 days leave balance at the start of STT, the same will be freezed in the LMS system and will be credited to the employee once he returns back from STT. Normal Leave carry forward policy is applicable for STT.

Q. What if STT is further converted to LTT?

A. In this case the leave balance will be encashed and will be paid along with the full and final settlement, Please note all your leaves in excess of 20 days will get lapsed during the calendar year roll over as per the leave policy.

For example:

If an employee has 20 days of leave balance during start of STT, the same will be freezed in the LMS system during the STT period and when the travel is converted to LTT the same will be encashed. Normal Leave carry forward policy is applicable for STT to LTT leave encashment.

Q. What if I have no leaves in balance like mentioned above but I have to go on leave for an emergency?

A. For exceptional cases 5 days of emergency leaves can be availed but only with prior approval from **either** BU Head / Practice Head / People Partner Lead. This can be extended to 7 days, however the additional 2 days need to be availed only with prior approval from BU Head **and** India HR Head.

Advance leaves so availed will be adjusted against the leave credited on a monthly basis.

Any leaves availed as emergency leave beyond 7 days will be treated as Leave Without Pay. The same can be availed with prior approval from Practice / BU Head, **and** India HR Head. Any leave availed as LWP will lead to loss of pay and benefits and cannot be adjusted against the monthly leave credits.