

# **Leave Policy for 2023 Calendar**

## **Earned Leave**

1. An Employee is eligible to avail 22 EL's in a year. (Out of 22 EL's, 5 EL's will be adjusted against Christmas Holidays).
2. Maximum of 5 EL's can be encashed at the end of every year.
3. Earned leave cannot be carried forward to the next year.
4. If the employee availed all or most of the EL's and left the company in between, the extra used EL's will be deducted from his Full and Final Settlement.

## **Sick Leave:**

- 1) An Employee is eligible to avail 10 sick leaves in a year.
- 2) Sick leave has to be used when the employee is sick, not for other purposes.
- 3) For all absences exceeding 3 days, a medical certificate needs to be enclosed.

## **Compensatory Off:**

- 1) An employee is eligible for compensatory off when he/she has worked on an important assignment on any of the national/festival/declared off days.
- 2) Approval to work on any such day i.e. national/festival/declared off day must be taken by senior management.

## **Permission:**

- 1) Employees are allowed to avail permission for 2 hours once in a month. This permission of 2 hours can be taken at once or can also be taken as half an hour for four times or one hour for two times in a month.
- 2) This permission may also be availed as a late login, early logout or as a short break in the middle of working hours.
- 3) Availing of this permission should be done only via HRM portal. The HRM portal does not allow to avail more than 2 hours of permission in a month.