

HR Policy Guide: Leave & Reimbursement

Leave Policy

Types of Leave:

1. Casual Leave (CL)

- 8 days per calendar year
- Cannot exceed 2 days per instance
- Requires prior approval unless in emergency

2. Sick Leave (SL)

- 10 days per year
- Can be availed without prior approval
- Medical certificate required if >2 days

3. Earned Leave (EL)

- 18 days annually (accrued monthly)
- Must be approved at least 7 days in advance
- Can be carried forward up to 30 days

4. Maternity Leave

- 26 weeks for first 2 children
- Paid leave, applicable to full-time employees
- Requires medical certification

5. Paternity Leave

- 10 working days

- Must be availed within 1 month of child's birth

General Leave Rules:

- All leave must be applied through the HR portal or logged via official channel
- Leave balances reset every calendar year unless otherwise stated
- Half-day leaves are applicable for CL and SL

Expense Reimbursement Policy

Eligible Expense Categories:

- Travel (local and intercity)
- Client entertainment (meals, events)
- Office supplies
- Internet reimbursement (for WFH days)
- Training and conference registration

Reimbursement Process:

1. Submit claim with:

- Date of expense
- Type of expense
- Amount
- Short description
- Receipt (mandatory for expenses > Rs.500)

2. Claims must be filed within 15 days of expense

3. Finance team reviews and processes claims within 7 business days

Work-from-Home (WFH) Policy:

- Employees may work remotely up to 2 days/week
- Prior approval from the reporting manager is required
- Internet reimbursement is capped at Rs.1000/month
- Attendance must be marked in the HR system by 10 AM daily

Travel and Lodging Guidelines (Add-on Section):

- Hotel bookings for official travel should be done through approved vendors
- Daily allowance is limited to Rs.800 for local and Rs.1500 for intercity travel
- Travel advance must be cleared within 5 working days post-trip

FAQs:

Q: Can I combine sick leave with earned leave?

A: Yes, with manager approval.

Q: Are unused leaves encashed?

A: Currently, no encashment policy exists for unused leaves.

Q: What if I forget to log a WFH day?

A: It may be marked as leave unless updated within 24 hours.

Q: Can I claim multiple expenses in a single form?

A: Yes, as long as each item is itemized with the correct details.