

LEAVE POLICY

Version 3.2
GDCI Quality Management System
Fujitsu Restricted

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Table of Contents		
1	OBJECTIVE	3
2	Scope	3
3	Introduction	3
4	Leave Year	3
5	Types of Leave	3
6	Annual Leave (Earned Leave):	3
7	Casual Leave:	4
8	Sick Leave:	4
9	Maternity Leave (ML)	5
10	Maternity Leave Procedure:	5
11	Leave in Event of Miscarriage / Medical Termination of Pregnancy / Tubectomy and Transitioning	5
12	Paternity Leave	6
13	Covid Support – Leave	6
14	Bereavement Support Leave (BSL)	6
15	Fixed Public Holidays	6
16	Time Off in Lieu	7
17	Leave without Pay / Loss of Pay	8
18	General Guidelines for All Types of Leaves	8
19	Procedure for taking Leave	9
20	Off days	9
21	Revision History	9

FCI POLICY

PO_832 LEAVE POLICY

1 OBJECTIVE

- To provide guidelines to Employees on their Leave entitlements.

2 Scope

This Policy is applicable to:

- All full time / permanent employees of Fujitsu Consulting India Private Limited (herein referred to as "FCIPL" OR "Company").

3 Introduction

- FCIPL encourages its Employees to take regular breaks from work as this provides for a healthy mind and increase efficiency in staff.
- The Leave Policy sets out an employee's entitlements, procedures for availing leave and the general guidelines.
- The policy is also formulated, so that Employee's' productivity at FCIPL or any projects/processes (while Employees work on it) is not affected.

4 Leave Year

- The Leave year is calendar year, which is from 1st January to 31st December.

5 Types of Leave

- Below are various types of Leaves at FCIPL, which can be availed based on eligibility and as per defined guidelines in this policy:

Type of Leaves
■ Earned Leave
■ Casual Leave
■ Sick Leave
■ Maternity Leave
■ Paternity Leave
■ Covid Support - Leave
■ Bereavement Support Leave
■ Fixed Public Holiday
■ Time Off in Lieu
■ Leave Without Pay / Loss of Pay

6 Annual Leave (Earned Leave):

- All Employees of FCIPL are entitled to Earned Leave based on the payroll location irrespective of whether the person is working from any other location by virtue of working from home.
- Credit of Earned Leave(s) for the month will be afforded on the last day of the month based on the location wise entitlement as given in the table below –

Payroll Location	Earned Leave Days (Annual)
Bangalore	18
Chennai	12
Hyderabad	15
Noida	15
Pune	18

- Earned leave would be credited on prorata basis from Month of joining if the Employee joins in the middle of the Leave year
- For New joiners in respective joining month Earned Leave accrual will be prorated as below –

- Joining between 1st to 10th of respective month Earned Leave accrual would be 100% at respective location
 - Joining between 11th to 20th of respective month Earned Leave accrual would be 70% at respective location
 - Joining between 21st onwards no accrual of Earned Leave irrespective of location
 - The leave credit for the following months post month of joining will be as per the entitlement at respective location
- On location transfer accumulated (accrued) balance of Earned leave/s will remain unchanged. However, post location transfers the accruals will happen based on entitlement of new location from month of transfer.

7 Casual Leave:

- All Employees of FCIPL are entitled to Casual Leave based on the payroll location irrespective of whether the person is working from any other location by virtue of working from home.
- Casual Leaves would be credited on a quarterly basis at the start of the month based on the location wise entitlement as given in the table below-

Payroll Location	Casual Leave Days (Annual)
Bangalore	0
Chennai	12
Hyderabad	12
Noida	10
Pune	8

- Casual Leaves cannot be carried forward or cashed out
- In case of new joiners, the casual leave would be credited based on joining month of the quarter. Casual Leave is calculated on prorata basis based on the payroll location., e.g., An Employee joining:
 - On or before the 10th: will be entitled to complete leave entitlement for that month
 - Between 11th and/on the 20th: will be entitled to 70% of leave entitlement for that month
 - Between 21st and/on the 31st: will not be entitled for any leave credit for that month
 - The leave credit for the following months of the quarter post month of joining will be as per the entitlement
- On location transfer accumulated (accrued) balance of casual leave at the previous location will remain unchanged. However, post location transfers the accruals will happen based on entitlement of new location from month of transfer.

8 Sick Leave:

- All employees of FCIPL are entitled to Sick Leave based on the payroll location irrespective of whether the employee is working from any other location by the virtue of work from home.
- Sick Leaves would be credited on a quarterly basis at the start of the month based on the location wise entitlement as given in the table below-

Location	Sick Leave Days (Annual)
Bangalore	12
Chennai	12
Hyderabad	12
Noida	15
Pune	0

- Upon application of sick leave for 3 or more consecutive days, employee is required to submit a medical certificate with the respective HR Business Partner
- Sick Leaves cannot be carried forward or cashed out
- In case of new joiners, the sick leave would be credited based on joining month of the quarter. Sick Leave is calculated on prorata basis based on the payroll location.,e.g., An employee joining :
 - On or before the 10th: will be entitled to complete leave entitlement for that month

- Between 11th and/on the 20th: will be entitled to 70% of leave entitlement for that month
- Between 21st and/on the 31st: will not be entitled for any leave credit for that month
- The leave credit for the following months of the quarter posts the month of joining will be as per the entitlement
- On location transfer accumulated (accrued) balance of sick leave at the previous location will remain unchanged. However, post location transfers the accruals will happen based on entitlement of new location from month of transfer

9 Maternity Leave (ML)

- Maternity Leave Benefit can be availed by all female Employees who have worked in FCIPL for not less than 80 days in the 12 months of service immediately prior to the date of expected delivery
- ML can be availed for a maximum period of 26 weeks. However, the benefit cannot be availed before eight weeks from the date of the expected delivery.
- In case a woman has two or more than two surviving children, the maternity benefit given to her shall be twelve weeks and the same shall not be availed before six weeks from the date of the expected delivery.
- Twelve weeks of maternity benefit shall be given to a woman who legally adopts a child who is below the age of three months from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- Maternity Benefit of twelve weeks is also provided to a commissioning mother.
- 'Commissioning Mother' has been defined as the biological mother who uses her egg to create an embryo implanted in another woman (the one who use surrogates to bear a child)
- ML may be combined with Earned Leave.
- For Illness arising out of pregnancy/delivery/premature delivery - maximum of one month of Leave can be availed. Written Medical evidence has to be provided by a qualified Obstetrician / Gynecologist / Registered Medical Practitioner.
- Twelve weeks of Adoption leave to transsexual people who legally adopts a child, who is below the age of three months from the date the child is handed over to the adopting parent/s
- All benefits under these provisions will be subject to the submission of formal applications along with relevant proofs of medical documents

9.1 Extension of Maternity Leave (ML) & Adoption Leave

- Extending support to female and transsexual employees in view of safeguarding of infants and health / need of female employees resuming to work after maternity leave OR adoption leave by allowing 3 months WFH immediately at the end of Maternity / Adoption leave
- In case employee requires additional WFH over and above the stipulated WFH of 03 months, employee shall seek approval from the respective Sub Service Line Head, and Delivery Unit Head if mapped to a project.

9.2. Accommodating nursing mothers:

- Accommodating nursing mothers to allow for maximum of 1 hour break (Intermediate / one go) beyond the usual break times till infants complete 9 months age from date of birth (9 months in line with Maternity Extension WFH for 3 months immediately after 6 months of Maternity Leave)

10 Maternity Leave Procedure:

- An employee planning to proceed on Maternity Leave should submit a formal notice at least 3 (three) months in advance to the Company. This application should also mention leave period as well as the tentative joining date.
- Certificate duly mentioning "Expected date of delivery" issued by Gynecologist / Registered Medical Practitioner, is mandatory to be submitted to respective HR Business Partner, before applying Maternity Leave into ZINZAI connect.
- The Employee has to forward the leave application to HCM after the Delivery Unit/Functional Head's approval

11 Leave in Event of Miscarriage / Medical Termination of Pregnancy / Tubectomy and Transitioning

- Female Employees are also eligible for leave with salary in the event of:
 - Miscarriage – 6 (six) weeks
 - Medical Termination of Pregnancy - 6 (six) weeks
 - Tubectomy – 2 (two) weeks
 - Hysterectomy – 6 (six) weeks

- Transitioning Leave: Transitioning Leave of 30 working days for hormone replacement therapy and sex reassignment surgery

Transitioning is the process of changing one's gender presentation and / or sex characteristics to accord with one's internal sense of gender identity. Transitioning must begin with a personal decision to transition, prompted by the feeling that one's gender identity does not match the sex that one was assigned at birth

- 30 working days Transitioning leave will be a paid leave.
- Transitioning leave can be availed any point of time during employment.
- Transitioning leave can be combined with any other type of leave or holiday.
- Written Medical evidence has to be provided for the any of the above-mentioned cases by a qualified Obstetrician / Gynecologist / Registered Medical Practitioner.
- Leave procedure in such cases are same as mentioned above.

12 Paternity Leave

- All male employees will be eligible for paternity leave of 5 working days at a stretch, to help them be with their spouse and take care of this important event, when they are blessed with a newborn baby.
- The leave can be availed in one go any time from 4 days before expected date of delivery till 5 days from date of delivery and can be combined with any other type of leave or holiday.
- Any holiday or weekly off falling between the paternity leave will not be counted as paternity leave.
- This leave will be available for 2 instances of fatherhood.

13 Covid Support – Leave

- Employees can avail Covid Support - Leave, under following circumstances:
 - *Self if employees are diagnosed of Covid*
 - *If any direct family member (Spouse, Parent and Children) is diagnosed with Covid*
- All FCIPL employees irrespective of their payroll locations are entitled to avail 10 days Covid - Support Leave, in multiple occurrences in this calendar year, effective from 1st April'2021.
- Covid Support – Leave, is applicable till 31st December'2022 in current calendar year
- Employees can avail Covid Support – Leave, subject to submission of required reports / proof to HRBP (reports for self / direct family member as applicable) and approval from respective Employee Manager
- Covid Support - Leave can be combined with annual (earned), casual and sick leave OR public holiday.
- Any holiday OR weekly off falling in between the leave will not be counted as Covid Support - Leave.
- Covid Support - Leave cannot be carried forward or encashed.
- This leave cannot be combined with Bereavement leave (as BL is for non-Covid demise of blood relatives)

14 Bereavement Support Leave (BSL)

- All employees will be eligible for Bereavement Support leave of 3 working days in case of demise of a blood relation in the family. (The definition of family for the purposes of Bereavement Support includes Father, Mother, Father-in-Law, Mother-in-Law, spouse and child.)
- The leave can be availed within 14 days from date of demise.
- This leave can be combined with any other type of leave or holiday.
- Any holiday or weekly off falling in between the leave will not be counted as Bereavement Support Leave.

15 Fixed Public Holidays

- All Employees are eligible for 10 fixed public holidays in a calendar year. These holidays are selected on the basis of statutory requirements & local festivals celebrated, depending on the location of the offices. Therefore, holidays may be on different days at other locations in India.

- Employees can avail holidays based on payroll location irrespective of whether the employee is working from any other location by the virtue of work from home.
- Fixed Public Holidays are announced at the beginning of the calendar year for all locations
- Fixed Public Holidays can be combined with Earned Leave, leave without pay or weekend
- Employees governed by the Client Holiday Calendar will not be eligible for FCIPL Fixed Public Holidays
- Employees working in 24 X 7 shifts need to contact the concerned Project Manager for availing fixed public holidays
- The list of "Fixed Public Holidays" can be viewed under GDC India portal > Useful Links.

16 Time Off in Lieu

- Time Off in Lieu leave type is a Compensatory Off
- The objective to have Time Off in Lieu is to ensure that employees are compensated with some time off for the extra efforts they put in, by working on Company holidays or Weekly Off.
- Interpretation:
 1. **Time Off in Lieu:** Any such day that is provided to employees as an alternative day off for having worked on a Company holiday and/ or a weekly off.
 2. **Company holiday:** All such days as are pre-approved and published by Fujitsu for a calendar year and includes Statutory holidays.
- Guidelines:
 - Time Off in Lieu, leave benefit shall be applicable to all permanent employees of FCIPL, except those who are required to follow the policy/ process set out by the respective project/ account / Client
 - Time Off in Lieu, leave type is effective from 1st October 2021
 - Employees shall punch their attendance in LAMS for working on respective Company holiday and / or weekly off
 - Employee Manager shall approve attendance entries booked by employees in LAMS for their working on respective Company holiday and / or weekly off
 - Time Off in Lieu leave benefit shall not be a default entitlement. Employees shall claim the credit of Time Off in Lieu, in case of working on respective Company holiday and / or weekly off
 - Time Off in Lieu leave benefit accrued before December of every calendar year shall not be carried forward in next leave year
 - For weekly off and/ or Company holidays worked in the month of December of that calendar year, the Time Off in Lieu must be availed off until 31st January of the subsequent year
 - Time Off in Lieu leave benefit shall not qualify encashment during service period or at the time of separation
 - Time Off in Lieu leave benefit can be combined with any other type of leave (casual, sick, and annual (earned) leave) or company holiday. And can be applied between holiday and weekly off by employees.
 - At any given point of time, not more than 5 Time Off in Lieu can be availed of consecutively
 - There shall be no monetary benefits of working on Company holiday and / or weekly off. Employees shall avail benefit of Time Off in Lieu.
- Accumulation of Time Off in Lieu:
 - Employee/s shall request their Line Manager (Employee Manager) in Zinzai for Time Off in Lieu accrual for their working on Company holiday or Weekly Off.
 - Employee Manager shall adhere due diligence and approve the Time Off in Lieu credit for working on Company holiday / Weekly off as applicable
 - Employee/ s and respective Line Manager shall complete the Time Off in Lieu accrual within 10 working days of working on respective weekly off or public holiday from date of eligibility of Time Off in Lieu
 - Upon approval by Line Manager (Employee Manager), the Time Off in Lieu accrual shall run in absence module of ZinZai and shall get credited to respective employee's account of absence module
 - Time Off in Lieu shall be processed based on normal office hours i.e., 9 hours being put in by employees in office or while on deputation at client location in a single day, only on days considered as weekly off as per the roster and/ or Company Holiday
 - *While approving, Time Off in Lieu credit approval respective Employee Manager shall adhere the due diligence of working hours put in by respective Associate.*
 - Time Off in Lieu shall not be applicable against training (both internal and external training), Fujitsu organized events (such as off-sites, meetings, team/ corporate events etc.) attended by employees on their weekly off and/ or Company holiday

17 Leave without Pay / Loss of Pay

- Employees would be required to exhaust their earned leave before availing of Leave without Pay in the event of requiring leave for more than the earned balance. Such Leave without Pay would not be adjusted against subsequent earned balance.
- 'Leave without pay' (LWP) will be granted at the discretion of the Company.
- Leave without pay is discouraged, however Employee Manager can approve leaves in excess of 7 calendar days but up to 10 calendar days only after approval from respective HR Business Partner.
- Beyond 10 calendar days and up to 60 calendar days, additional approval has to be sought from respective Delivery Unit Head (if applicable) / Sub Service Line Head & HRBP Head.
- Beyond 60 calendar days and up to 180 calendar days, additional approval has to be sought from respective RBU (Regional Business Unit) Head (if applicable) / Service Line Head & Head of HR. Such arrangement may be allowed only in case of an emergency. An emergency should be considered for this purpose as illness of self or family. Family for this purpose includes Spouse, Parents & Child.
- Beyond 180 calendar days and up to 365 calendar days, additional approval has to be sought from respective GDC Head & Head of HR. Such arrangement may be allowed only in case of an emergency. An emergency should be considered for this purpose as critical illness / hospitalization of self.
- Beyond 365 calendar days, it will be at the sole discretion of the Company and additional approving authority will be GDC Head, RBU Head (if applicable) / SL Head & Head of HR. Such arrangement may be allowed only in case of an emergency. An emergency should be considered for this purpose as critical illness / hospitalization of self.
- In case of Leave without Pay, the deduction of salary shall be done on per day gross salary (CTC).
- Intervening weekends or holidays within a period of leave without pay allowed to an employee will also be considered as leave without pay.
- Any Leave without Pay for five or more continuous working days would invite the preceding weekend to also be counted as Leave without Pay. For example: If an Employee is on leave from Monday to Friday, the weekend preceding the Monday (start of LWoP) would also be considered as Leave Without Pay.
- Absences in the form of leave without pay will be considered as an input during performance appraisal. Any period of unauthorized leave or leave availed on loss of pay will also not be considered for the purpose of performance incentive computations, if applicable.

18 General Guidelines for All Types of Leaves

- Leave rules are applicable to all Employees on rolls of FCIPL.
- Leave cannot be claimed as a matter of right but taken with prior written permission or intimation.
- Leaves should be planned in such a manner that it does not affect the productivity of FCIPL or while on a project/process does not affect the project, process work/delivery time.
- Any leave taken without prior written permission or intimation shall be treated as Leave without Pay and may also amount to break in service.
- Employees must ensure that their Leave Record is duly updated every time leave is availed and they have checked the Leave balance before applying for the same.
- During the period of Leave, Employees shall be entitled to the same salary as was admissible to them on the day immediately preceding the commencement of the leave.
- A maximum of 60 days of unutilized earned (annual) leave shall be carried forward in calendar year 2022 till 30 September 2022.
- Earned leave carry forward limit effective 1 October 2022 at respective location is appended in [Annexure A](#). Excess balance of carried forward earned (annual) leaves shall lapse at respective location with respect to maximum carry forward limit mentioned in "Annexure A"
- Credit of Earned Leave(s) for the month will be afforded on the last day of the month. However, for new Joiners, 3 leaves would be given upfront. This would be adjusted in the fourth month of service.
- Employees shall get the advantage of clubbing their leave with any Holiday/s; Weekly offs preceding, succeeding, or sandwiching the Leave.
- In case a trainee avails leave for 30 or more calendar days consecutively during training period, the bond period would be extended by the number of calendar days of availed leave.
- Employees are entitled to 3 Earned leaves while serving the notice period. In case an employee avails leave in excess of 3 earned leaves, their notice period will be extended by the number of days of availed leave. Such leave will be at loss of pay. Leave will not be adjusted against the period of absence.
- Earned Leave will be encashed as mentioned in the separation policy at the time of separation, if applicable

FCI POLICY

PO_832 LEAVE POLICY

- Please note that Leave without Pay is an authorized form of leave and requires approval from the Reporting Authority.
- Any leave, including Leave without Pay, without proper authorization will be considered as unauthorized absence and will be treated accordingly.

19 Procedure for taking Leave

- All Leaves have to be applied and routed through Absence module on ZINZAI Connect and approved by the Employee's Reporting Authority.
- Mere submission of Leave Request will not entitle an Employee for leave. The concerned Reporting Authority must sanction and 'mutually agree' on the leave plan based on exigencies of services.
- Prior and timely approval/consent is a must to proceed on leave. Application to avail leave must be given in advance, unless circumstances are such that it is not possible to do so. In such scenarios, the Reporting Authority or their deputy must be informed through a suitable and convenient channel about the leave of absence.

20 Off days

- All full time Employees shall work for five days a week.
- Employees on contract will work as per their contract terms with the Company

21 Revision History

Version	Date	Prepared/ Changed by	Brief of Changes made	Approved by
1.0	01-July-11	Anagha Wankar	Revamped and Released in New QMS	Sreenivas Jasti
1.1	23-Sept-11	Kanchan Jagtap	Added Bereavement Support Leave and Paternity Leave as leave Type. Additions of leave procedure for Trainees in Maternity Leave and Leave Guidelines	Anagha Wankar
1.2	01-Nov-13	Amita Sinha	Renamed Religious Floating Holiday to Paid Holiday and made change in guidelines for Paid Holidays	Pratima Salunkhe
1.3	01-Aug-13	Varada Bavare	Removed the tenure related criteria for Paternity Leave and Bereavement Support Leave	Pratima Salunkhe
1.4	20-Feb-14	Kanchan Jagtap	Changes in calculation of Year end Leave encashment and duration of paternity leave	ESC
1.5	13-Aug-2015	HCM	Change in method of calculation of Leave encashment for year-end leave processing	Shrikant Vaze
1.6	27-Oct-2015	HCM	Change in year-end encashment and carry forward of leaves. Change in frequency for adding leaves based on marital and parental status	Shrikant Vaze
1.7	11-Apr-2017	Human Resources Team	Changes in period of maternity Leave	ESC

Version	Date	Prepared/ Changed by	Brief of Changes made	Approved by
1.8	24-Jul-2017	HR	Rewording of few clauses	ESC
1.9	01-Jan-2018	HR	<ol style="list-style-type: none"> 1. Addition of leave types 2. Addition of 10 fixed public holidays 3. Addition of reason Hysterectomy under clause 13 4. Removal of leave entitlement based on tenure, marital and parental status 5. Removal of year end leave encashment clause 6. Change in entitlement days for earned leaves 	ESC
2.0	4-Oct-2018	HR	<ol style="list-style-type: none"> 1. 'Associate' word is replaced with 'Employee' & 'Fujitsu Consulting, India' replaced with 'FCIPL' 2. Scope clarified 3. Criteria for availing Leave Without Pay has been specified 	ESC
2.1	21-Feb-2020	HCM	Change in Clause # 1 & 11 where introduced new leave 'Transitioning leave' for LGBTQ community and made policy objective Gender Neutral	ESC
2.2	30-June-2020	HCM	<p>Amendment in below clauses by the virtue of work from home :</p> <p>Clause 7: Casual leave accrual will be applicable basis payroll location irrespective to work from home location.</p> <p>Clause 8 : Sick leave accrual will be basis payroll location irrespective to work from home location</p> <p>Clause 14: Fixed Public Holidays will be applicable as per Payroll location irrespective to work from home location.</p>	ESC
2.3	30-July-2020	HCM	Under clause 09, addition of sub clause 9.1, 9.2 & 9.3	ESC

Version	Date	Prepared/ Changed by	Brief of Changes made	Approved by
			respectively towards Extension of Maternity & Adoption Leave, Restriction to Extension of Maternity & Adoption Leave and Accommodating Nursing Mothers	
2.4	01-Oct-2020	HCM	<p>Amendment in clause 9.1 Extension of Maternity Leave (ML) & Adoption Leave by adding the sub point - In case employee requires additional WFH over and above the stipulated WFH of 03 months, employee shall seek approval from the respective Sub Service Line Head, and Delivery Unit Head if mapped to a project.</p> <p>Addition of Service Line(SL) / Sub Service Line (SSL) Head as approver authority as applicable in Leave without pay (LWP) / Loss of Pay approvals in clause 15</p>	ESC
2.5	1-Jan-2021	HCM	<p>Amendment in leave (Earned, Casual & Sick) entitlement effective 1 Jan 2021</p> <p>Amendment in Earned leave carry forward limit effective 1 April 2022 (Updated in policy document). Addition of Annexure A to the document specifying earned leave carry forward limit.</p> <p>Amendment in location Transfer clause pertinent to leave accrual and carry forward: On location transfer accumulated (accrued) balance of Earned, Casual & Sick leave/s will remain unchanged.</p> <p>Post location transfer the accruals will happen based on</p>	ESC

Version	Date	Prepared/ Changed by	Brief of Changes made	Approved by
			entitlements of new location from month of transfer Removed : Restriction clause (Clause number 9.2 from version 2.4) under Maternity Leave	
2.6	3-March-2021	HCM	Amendment in Annual Leave carry forward limit effective 01 April 2022 for Karnataka (Bangalore) location from 30 to 45 Annual Leave (Earned Leave)	ESC
2.7	13-May-2021	HCM	Amendment by adding new leave type : Covid Support - Leave	ESC
2.8	1-June-2021	HCM	Amendment in applicability (Eligibility) of Covid Support – Leave, effective 1 st April'2021	ESC
2.9	1-Oct-2021	HCM	Policy enhancement by addition of new leave type – Time Off in Lieu, effective 1 st October 2021. Updated as per latest branding guidelines	ESC
3.0	1-Jan-2022	HCM	Amendment in Covid Support Leave applicability in current leave calendar year till December 31, 2022	ESC
3.1	11-Feb-2022	HCM	Earned (Annual) leave carry forward up to 60 days extension till 30 September 2022	ESC
3.2	1-Jul-2022	HCM	Minor Change – Gender neutral norms	Head of HR FCIPL

Annexure A

- Effective 1st October 2022 carry forward limit of Earned (Annual) Leave at respective location is as below –

Carry Forward Limit	
Leave type/ State	Earned Leave
Pune	45
Bangalore	45
Chennai	45
Hyderabad	60
Noida	45