

Leave Management policies:

1. Each employee has 1 Paid leave per month.
2. Paid leaves can be carry forwarded to the subsequent months and next calendar year also if not utilized within a year.
3. Paid leaves are applicable for encashments only during employment settlements, i.e., when a person leaves the company, the number of Paid leaves left shall be calculated on pro-rated basis.
4. Encashments shall be calculated on the basic pay, if applicable.
5. Each employee has 1 Sick leave for every two months.
6. Sick leaves can be taken any time during the year and doesn't carry forward to the next calendar year.
7. Sick leaves are not applicable for any encashments.
8. Any sick leave crossing 3 days together shall mandate employees to submit a doctor's certificate and other relevant documents.
9. An employee can avail 12 days of Work From Home (WFH) per year, i.e. 1 day per month. WFHs can't be carry forwarded to next calendar years.
10. There are no encashments for WFH's.
11. There is a Krato calendar which consists of 10 days of holidays, which is available in the portal.
12. If the employee is deployed on project(s), they must work as per the client calendar and holidays will also be according to the same. Krato calendar, in this case, will not be applicable to such employees.
13. Any employee deployed on project(s) must intimate their respective team heads and reporting managers on planned leaves before communicating the same to clients.
14. All leaves and WFH will be on a pro-rated basis for employees who join in between the calendar year.
15. Any leave or WFH should be applied via the attendance portal and can be availed only upon the Reporting Manager's approval.
16. It is mandatory to mark attendance every working day and regularize it within 2 working days in case if missed.
17. Reporting Managers can help regularize employee leaves, if in case the employee was working and missed to mark attendance within 2 working days of such event.
18. Any attendance marking not regularized within 2 working days will be counted as Paid leave.
19. Any leaves exceeding the month's leave allowance results in Loss of Pay.
20. An employee in notice period can't avail any leave(s). If such a compelling situation arises where the employee needs to take / took leave, the founders will decide whether to elongate the notice period or reduce the compensation to that extent, depending on the business situation.