

Leave Policy

Purpose

This policy allows flexibility for employees to meet personal, family, work and community commitments without compromising the achievement of business objectives. This policy is applicable to all employees.

Types of leave

This policy covers the following types of leave:

- Privilege Leave
- Sick Leave
- Compensatory Off
- National / Public Holiday

Sr. No	Leave Type	Yearly Quota
1	Privilege leave	15
2	Sick Leave	3
3	Compensatory Leave	Against extra working on Weekly Off or Public Holiday. Only on discretion of Management as and when required.
4	National / Public Holiday	12

Privilege Leave

- This Leave is applicable post completion of 6 months' probation period.
- In a year 15 PL is applicable which is on an earned basis, So Monthly 1.25 PL gets accumulated at the end of the month.
- If employee doesn't take any leave in a month, then the leave gets accumulated in next month.
- Long Leave more than 5 days needs to be applied 15 to 20 days prior restricted to 7 days and short leave less than 5 days needs to be applied minimum 7 days prior.

- Other leaves cannot be clubbed with this leave.
- Leaves cannot be en-cashed
- At the end of the financial year 7 leaves will be carry forwarded to next cycle & rest all will get lapsed.

Sick Leave

- In a year 3 sick leave will be applicable to all.
- Sick Leave is applicable in Probation period as well.
- Neither Sick leave will get en-cashed nor carry forwarded.

Compensatory Leave

- In case due to work urgency if anyone is working on a week off or public holiday then it will be counted as extra working and will be compensated by giving compensatory off against it. It will be allotted only and only based on company management's discretion. Until and unless it is that mandatory to work on weekends and Public Holidays, it cannot be considered.

National and Festive leave

- This will be applicable to all and to know the list please check it over HRMS portal.

NOTE:

All leave are subject to Approvals.

Sandwich rule is applicable to all. That means WO /PH is included in leave count (when WO and /or PH Sandwiched between leaves).

The management reserves the right in all fairness to update this document/policy time to time with a prior intimation to employees.