

- 1. An Employee in Prowesstics can avail of 9 sick leaves and 9 casual leaves per year**
- a) Sick leaves can be applied after he /she back to works**
  - b) Casual leaves need prior Approval**
  - c) If an employee is taking more than 3 days of leaves must submit the medical certificate**
- 2. Apart from sick leaves and casual leaves an employee can avail of two Optional holidays per year (They can choose 2 from 4. Refer:Holiday List). If he / she is not opting for any optional holidays throughout the year, it will get elapsed and it will not be compensated.**
- 3. An Employee wants to take leaves that beyond his/her leave limit that leaves will be considered as paid leave(LOP). LOP days will be calculated and will be reduced from the salary at the end of the financial year. (In April month salary)**
- 4. An Employee who worked on weekends / during holidays can take compension leaves after getting proper Approval.**
- 5. An Employee who works with us for a year, he/ she can redeem the remaining casual leaves, from the option available in the first week of April. This amount will be credited along with the April month salary. Calculation will be no of casual leaves left \* 1 day basic salary..**
- 6. An Employee who is on his / her notice period cannot avail of his leaves and if he / she wants to take leaves, his/ her last date of employment will get extended based on that.**
- 7. An Employee cannot redeem his pending leaves on his / her time of reliving.**
- 8. If an Employee is availing any casual leaves without approval, that leaves are consider to be as LOP**

**Note:**

- a) We are following financial April to March calendar**
- b) Each leave request should be approved by your Managers at first level and by the HR at the second Level**
- c) Approval of leaves depends on your Manager's decision based on your project's criticality.**