



Corporate
Renaissance
Group

Short Leave Policy

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Short Leave Policy

1. You can take only 2 short leaves in a Month; after that you should apply for half-day leave.
2. Short leave is applicable for starting and ending 2 working hours only between (9:30 A.M. - 18:30 P.M). Important points are:
 - i. Short leave should be applied on the same day.
3. Short leave will be approved by effective leader

(Application validation) Short Leave Requisition:

1. You cannot select a past date for short leave.
2. You can take short leave only for starting and ending working hours.
3. You cannot take a short leave of more than 2 hours.
4. Short Leave Date, Time From, Time To and Purpose are the mandatory fields for this form.
5. Future date not applicable for short leave.