Leave Policy

1. CRG Members are eligible for 21 days of earned leaves (ELs) per annum.
2. A Team Member will be entitled to get Leave credit after completing a minimum of 3 months of service in the company.
3. Leave credit cycle milestones will be first of every month.
4. CRG Members can avail 2 short leaves in a month; such short leaves should be of not more than 2 hours and can be taken either in the morning or evening with the prior approval of the respective Leader.
5. Every short leave after the two availed in a month will be considered a half-day leave.
6. Leave will normally not be granted for more than 10 days in one spell.
7.
      a. All leaves must be preapproved.
      b. One must apply for Unplanned Leaves within Five days of availing them.
8. Leader shall have full discretion to refuse extension of leave or treat the whole period of leave as LWP (leave without pay) if the Team Member fails to resume work on the due date.
9. Leave can be applied for any dates during the Leave Cycle as mentioned in the form and also for the future.
10. No one is allowed to apply for leave after the expiry of the period to which it corresponds.
11. A CRG Member will be allowed to accumulate up to 60 leaves.
12. Special leave, of not more than 1 month, may be granted to a Team Member, if they are un able to attend duties due to some accident or prolonged illness.
13. ELs are carried forward to the next year at the year end.
14. Paid Maternity Leave of 3 months is granted.
15. In case there is no leave balance & member is taking a leave, then the same would be considered as LWP (Leave without pay).

(Application validation) Leave Requisition:

1. You cannot apply for a leave more than 15 Days in advance.
2. You cannot apply for EL of more than 10 days in one go.
3. Paid maternity leave, for a maximum of 90 days is granted.

4. Contact No. has to be in number format only; no characters are allowed.
5. Leave From, Leave To, Type of Leave, Contact No. and Reason fields are mandatory.
6. Submit button will be disabled until all the mandatory fields are populated and any error messages not addressed.