



Version	Type	Effective Date
V1.0	Original	1-Apr-18
V1.1	Amendment	14-May-18

## 1.0 Amendment of Leave Policy

1.1 This policy is applicable to all permanent employees of the company effective 14<sup>th</sup> May 2018.

1.2 This policy is meant to serve as guidelines for the employees. Nothing contained in them shall be construed to confer any legal right or entitlement.

1.3 An employee shall be eligible for his/her Annual Leave post completion of 6 months with the organization.

1.3.1 An employee shall, be entitled for 2 days a month, where the employee's period of service is more than six months but less than one year.

1.3.2 30 days a year, where the employee's period of service is more than one year.

1.4 If the employee wants to avail his/her Annual leave post completion of 6 months he/she could avail accrued pro-rated leave (12) days only.

1.5 All leave taken post completion of 6 months with the organization would be considered as Annual leave.

1.6 All Employees are entitled for Authorized unpaid leave before completion of 6 months only.

1.7 Leave taken before week off would be considered as part of your annual leave or authorized leave and leave taken post week off shall not be included part of the AL or AA.

Example quoted below for reference:

(week-off) Fri, Sat, Sun, - Considered Annual Leave or Authorized leave = 1 day

Thu, Fri, Sat (week-off), - Considered Annual Leave or Authorized leave = 3 days

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