**Leave Policy**

## Leave Types

Organizations have the following types of leave apart from public holidays:

* Casual leave (CL) 6PA ( CL / PL = 12PA)
* Paid leave (PL) – 6PA (after 240 days of continuous service)
* Compensatory Off – 48 PA
* SL Sick leave (SL) – 7 PA (It is necessary to submit medical certificate for the SL)

Apart from leave types (PL & SL) mandated by the labor laws, it is up to the organization to decide on the leave types.

### Rules for Granting Leaves

You need to consider the following as far as grant rules are concerned:

* quantum of leaves to be granted for an year
* frequency of granting (monthly, quarterly or annual)
* expiry period for the granted leave
* Grant eligibility
* Top-up leave grants

### Encashment Rules

Leave Encashment is the process of surrendering accumulated Earned Leave balance in leui of monetary compensation. When encashed, an employee will receive money and the leave balance will reduce by the quantum of leaves encashed.

In India, the **Basic** salary component is what is used for encashing a leave. In rare cases, some companies allow it to be on the basis of the **Monthly CTC** figure.

The rules covering encashment are:

* the minimum accumulated leave balance you need to have in order to encash leave
* the minimum number of days that can be encashed at a time
* the maximum number of days that can be encashed at a time
* the maximum number of instances leave can be encashed in a year.

## Weekend Policy

A weekend policy states the days when employees can take their weekly off. Again, there are labor laws that mandate the minimum requirements. Paid weekly offs are relevant for leave computation.

* 6-day week — Friday / Saturday / Sunday off is not available.

## Holiday Lists

* **Republic Day – 26 JAN**
* **Makar sankranti – 14 JAN**
* **Shiv Ratri – 26 FEB**
* **Holi – 14 MAR**
* **Mahaveer Jayanti – 10 APR**
* **Raksha Bandhan – 09 AUG**
* **Independence Day– 15 AUG**
* **Dushera – 02 OCT**
* **Diwali – 20 OCT**