



Compensatory Off Leave Policy

Version – 1.1

Version	Date	Author	Major Update
1.0	25/02/2019	Snehal Shah	Initial Version
1.1	01/04/2019	Kruti Shah	<ul style="list-style-type: none">Enhance the format of the documentProcedure for Comp Off Encasement

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Compensatory Off (Effective from: 01/01/2022)

1. Eligibility Criteria:

- 1.1 Employee may be required to work on public holidays or during weekends as per the project urgency and company needs. If such work is officially mandated from your supervisor, employee is entitled to receive the compensatory off for half day or full day in proportionate to spent work hours on that day.
- 1.2 If employee is taking benefit of compensatory off for the non-working days, they are not entitled to ask for any *food allowance* or any *other allowances*
- 1.3 Contractor/Consultants will not be able to take the benefit of "Comp Off" leave. They will be entitled for Special Leave only. If they are under any special privilege of leaves, they will not be entitled for any type of Compensatory Off.
- 1.4 Supervisor can decide whether this leave is eligible for encasement or not (considering if we are billing it to client or not)
While applying, employee will have to select it either as "**Comp off leave**" or as "**Special leave**".

Please see below bifurcation of both leave type

Comp Off Leave – This leave will be considered for leave and for Encasement both.

Special Leave - This leave will be considered against any leave only. No Encasement for such leaves.

From HR portal one can select Comp Off leave either as Comp Off leave or as Special Leave.

2. Validity & Process:

- 2.1 Compensatory off leave (comp off/Special) **will expire after SIX months** from date of working against compensatory off days.
- 2.2 Employee can request to have a leave against Compensatory Off Leave (comp off/Special) to take a leave like any other normal leave using below process.

Please refer to Leave policy or click on below link

<https://ess-help.greythr.com/employee-portal/answers/40768982>

- 2.3 Employee can choose to encash their Compensatory Off Leave in the month of April, August & December. They have to send an email to HR with CC mark to project manager for leave encasement request.
- 2.4 Employee are entitled to receive only of their BASIC part from their monthly salary while encashing the Compensatory Off.
- 2.5 Any Compensatory Off which is not asked to be encashed, it will be automatically elapsed as per their expiry date. It is full responsibility of Employee to make a request of encasement.
- 2.6 Employee who has resigned from their services, their Compensatory Off Leave would be elapsed on the day of resignation.

3 Employee on Probation Period:

- 3.1 As per company policy, Employee on probation period is not eligible to get any annual leave during Probation period.
- 3.2 But if they work against any Compensatory off with their Project Manager's approval, they will get all benefit of Compensatory off leave as mentioned above.

4 Employee on Notice Period:

- 4.1 As per company policy, Employee on notice period is not eligible to get any leave benefit during notice period. They cannot use any available leaves including Compensatory off they have earned before the Notice Period.
- 4.2 But if they work against any Compensatory off with their Project Manager's approval during notice period, they will get all benefit of Compensatory off leave as mentioned above.