

# TCS Leave Policy Document

## **Introduction**

Tata Consultancy Services (TCS) provides a structured leave policy to support employee well-being while ensuring business continuity.

## **Casual Leave (CL)**

Casual Leave is provided for short-term personal needs and requires prior approval from the reporting manager.

## **Sick Leave (SL)**

Sick Leave is applicable in case of illness or medical emergencies. Medical proof may be required for extended leave.

## **Earned / Privilege Leave (EL/PL)**

Earned Leave is accumulated over time and can be used for planned vacations. It may be carried forward or encashed as per policy.

## **Maternity Leave**

Maternity Leave is granted to female employees in accordance with Indian labor laws.

## **Paternity Leave**

Paternity Leave is provided to male employees following childbirth, subject to eligibility conditions.

## **Compensatory Off**

Employees working on weekends or holidays may be eligible for compensatory off with prior approval.

## **Loss of Pay (LOP)**

Loss of Pay applies when all leave balances are exhausted and results in salary deduction.

## **Conclusion**

Leave approval is subject to project requirements and organizational policies. Employees should refer to internal TCS portals for official guidelines.