Frequently Asked Questions

Casual Leave

Q1: What is the purpose of Leave policy?

A: *The leave policy has been formulated to enable employees to maintain a healthy work life balance. Leave is given to employees to provide for sickness, emergency, personal work, rest and recreation*

Q2: Who is eligible under Leave policy?

A: *All staff and sub-staff, trainees and probationers are eligible*

Q3: What is my Casual leave entitlement and accumulation limit?

A: *You are entitled to 7 casual leaves in a year. CLs do not get accumulated. Un-availed CL shall lapse at the end of year and will not be carried forward*

Q4: How will my casual leaves be credited if I join in the beginning of the year?

A: Leave calendar is an annual calendar starting from 01st Jan – 31st Dec. Hence, if an employee joins the company on the 01st of Jan, he/she shall be entitled to all 7 leaves in the year. Leaves shall be credited on a pro-rata basis

Q5: How will my casual leaves be credited if I join anytime during the year?

A: Leaves will be credited on pro-rata basis in accordance to your date of joining. For e.g. Let's assume an incumbent joins in the month of March, then his/her leaves shall be calculated as 0.58 each month which shall amount to 5.8 leaves in the year

Q6: Explain - CL will be pro-rated in the last year of the service (retiring/superannuating/resigning)?

A: *CL allocated for the year is 7 and is pro-rata basis, likewise shall work for the last year of service. For e.g. Let's assume an incumbent is retiring/superannuating/resigning in the month of March, then his/her leaves shall be calculated as 0.58 each month which shall amount to 1.74 leaves for that year*

Q7: How many casual leaves can I avail at a time?

A: *CL cannot be availed for more than 3 days at a time*

Q8: Can CL be clubbed with EL?

A: *CL cannot be clubbed with EL*

Sick Leave

Q9: **What is my sick leave entitlement and accumulation limit?**

A: *You are entitled to 7 sick leaves in a year. SL can get accumulated up to a maximum of 25 during your entire tenure in the organization*

Q10: Can I encash my sick leave?

A: Sick leaves cannot be encashed

Q11: Can I club my sick leave with any other leave?

A: An employee who falls sick and consumes the SL to his credit may avail EL as per the EL rule

Q12: Explain - Full entitlement will be credited on 1st January each year

A: Leave calendar is an annual calendar starting from 01st Jan – 31st Dec. Hence like any other leave, if an employee joins the company on the 01st of Jan, he/she shall be entitled to all 7 leaves in the year and the

principle of pro-rata hold good basis the date of joining. However, for an existing employee, the accumulated leave shall reflect in his/her leave balance at the beginning of the year.

Q13: Under what other circumstances can I avail SL?
A: SL will also be allowed in case of dependents not being well and in case of medical check-up

Q14: When is there a requirement to submit medical certificate?
A: You shall have to submit a valid medical certificate issued by a competent medical officer/ doctor upon availing SL for 3 days or more

Earned Leave

Q15: **What is my earned leave entitlement and accumulation limit?**
A: *You are entitled to 18 earned leaves in a year. EL can get accumulated up to a maximum of 60 during the year.*

Q16: Who is eligible to en-cash ELs?
A: Leaves accumulated beyond 60 days is subject to encashment for all employees barring Head Office

Q17: Explain - An employee shall be entitled for EL only after minimum 240 days in one calendar year
A: A person is entitled to a maximum of 18 leaves post completion of 240 days in a year. For eg., if there is a new joinees, he/she shall not be eligible to avail any EL in the first year of joining. Also, If someone joins during the year, leave will be generated and credited on pro-rata basis. Working days shall not be carried forward.

Q18: How many ELs can I avail at a time?
A: EL can be availed for 1 day or more than 30 days at a time.

Q19: How can EL be encashed in case of resignation/ termination/ retrenchment/ retirement?
*A: In case of resignation/ termination/ retrenchment/ retirement, un-availed EL due towards the employee will be en-cashed at the rate of the last drawn Basic salary/30 * No. of ELs*

Short Leave

Q20: How many short leaves can I take?
A: *Minimum duration of leave -* ***2 hours twice in a month and 3 hours once in a month.*** *Leave can be taken either at the beginning of the office time or end*

Q21: Can short leave be extended beyond 3 hours?
A:In case the leave gets extended beyond ***3 hours****, half day leave shall be counted for that specific period.*

Compensatory Off

Q22: Compensatory Off is applicable up to which grade?
A: Applicable up to a Senior Manager grade

Q23: What is the time frame in which compensatory off needs to be availed?
A: Compensatory off to be mandatorily availed within one month

Paternity Leave

Q24: Define Paternity leave. Is paternity leave a paid leave?
A: 5 days of paid paternity leave for birth of each child/adoption subject to maximum of 2 children

Q25: When can this leave be availed?
A: This leave can be availed anytime in the first three months of the birth of child or adoption and this leave can be broken into two tranches of 2.5 days each

Q26: What is the definition of family?
A: The definition of family is spouse and two children.

Bereavement Leave

Q27: When can I avail Bereavement leave?
A: An employee is entitled for **7 days** of bereavement leave in case of death of his/ her dependent/ immediate family member.

Q28: Can I encash bereavement leave?
A: No, this leave can neither be accumulated nor encashed

Special OD for Women

Q29: Who is this leave applicable to?
A: Only female employees

Q30: What is the entitlement?
***A:** All female employees would be eligible for 4 special half days of ODs (4 hrs. each during the calendar year)*

Q31: Can special OD for Women be clubbed?
A: 2 half ODs can also be clubbed as one OD, applicable at the time of Karwachauth or any other occasion

Q32: When can I avail Special OD?
A: In a week, only one special OD will be permissible

Transfer Leave

Q33: When can transfer leave be availed?
A: This leave can be availed in 2 cases - Transfer due to business requirement and transfer from one city to another at the time of joining the organisation. Employee can avail **4 days of leave**

Q34: What is the window to avail transfer leave?
A: leave should be availed within 1 month of relocation

Q35: Can I take this leave in parts?
A: Yes, this leave can be taken in parts (new location, base location).

Q36: Can transfer leave be clubbed with any other leave?
A: No

Marriage Leave

Q37: How do I avail Marriage leave?
A: 6 days of leave granted on account of marriage subject to submission of wedding card as a proof of marriage.

Q38: Can I avail marriage leave prior to my day of marriage?
A: Marriage leave can only be availed post one's wedding day and upon submission of wedding card. System shall update this leave once the marriage registration certificate is submitted