

Annexure VI



Leave Policy

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Leave is granted only upon approval by the respective managers or apply only thru Innovate App, failing to which the same will be considered as absent.

Probation Period – Leave

Leave applicable for probation period is max 3days.

Privileged - Leave

This has been designed to give you vacation periods for rest and relaxation and to provide time off for your personal needs. You will however be entitled to this leave @ **1.0 days per month only on completion of 1 year of your service**. This cannot be carried forward too.

Sick – Leave

Sick leave may be used when you--

- *Receive medical, dental, or optical treatment
- *Are incapacitated by physical or mental illness, injury, pregnancy, or childbirth;
- *Would, because of exposure to a communicable disease, jeopardize the health of others by your presence on the job etc.

Sick Leave is @ 0.5 days per month.

Half - Day

The half day period should either be the first 4 hours of the day or the last 4 hours of the day & this will be adjusted towards Casual leave or Sick Leave if your permission is due to health reasons.

Casual - Leave

The period of such leave is limited to 6 days in a calendar year and is granted in such a manner that the total period of absence including holidays (prefixed or suffixed) does not ordinarily exceed 8 days.

Casual Leave is @ 0.5 days per month.

Compensatory Leave

You can encash a day leave anything above 24hrs travel.

Compensatory leave is allowed in case IE decide to work on holidays to staff as under negotiable instruments act, 1981

Leave Encashment

You can encash 10 days of unutilized leave in the month of January each year. Or at the time of termination.

Any excess leave to your credit will lapse. Only last drawn gross will be taken into account for encashment purpose on a prorata basis.