

Policy: Leave Encashment	Effective Date: 1 <sup>st</sup> January 2019
Issue: HR/007	

**1.01 State of Purpose:**

All types of leaves will be en-cashable at the end of the year if not availed. However, the company may ask any employee to avail his balance leaves during OR at the end of year instead of the encashment of leaves.

**1.02 Procedure**

Un-availed leaves till the end of year will be automatically encashed and transferred in January salary

**1.03 Scope**

Applicable to all permanent employees.

**1.04 Leave Encashment Rate**

All the permanent employees will get Rs. 1,000 per un-availed leave at the time of encashment