

Policy: Leave Encashment	Effective Date: Jan 01, 2024
Issue: HR/LE/002	

State of Purpose:

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

Definition

- Unutilized leaves at the end of the year will be automatically encashed and transferred to January salary.

Scope:

- All permanent employees will be eligible for leave encashment.

Leave Encashment Rate:

- All permanent employees will get Rs.2000 per unavailed leave at the time of encashment.

Exit Employees:

- Employees leaving the company before December will not be eligible for leave encashment; pro-rated consideration is possible upon management decision and employee leaving circumstances.

