



When will an employee be able to take vacation leaves



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? Answer: An India employee is eligible for 1.25 vacation leaves every month, which amounts to 15 days of annual leave per calendar year. The approval and scheduling of such time off are subject to prior Manager Approval and business needs. Employees can apply for leaves through Workday. Any unused vacation leaves will carry over to the next calendar year up to a maximum of 45 days. Once it reaches this number, there will be no further accrual of leaves. Upon termination of employment, any remaining balance of vacation leave shall be encashed to the exiting employee. All vacation leave/annual leave will be paid out to the exiting employee at the employee's fixed salary rate at the time of exit. For international transfers, the unused leaves will be paid to the employees. No leaves are carried forward to the new country. Employees can apply for leaves through Workday.. Reference: /var/www/p2p-dev-frontend/p2p-files/handbook/handbook/leave.txt

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<https://liberty-fs.gibots.com:843/handbook/leave.txt>

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