Co-pilot

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When can an employee take vaccation leave

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in India? Answer: An employee in India can take vacation leave every month, with a minimum of 1.25 vacation leaves given every month, totaling 15 days of annual leave per calendar year. Any unused vacation leaves can carry over to the next calendar year up to a maximum of 45 days. The approval and scheduling of vacation time off are subject to prior manager approval and business needs. Employees can apply for leaves through Workday. 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, and 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/HR_Leave_Policies.txt

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https://liberty-fs.gibots.com:843/handbook/HR_Leave_Policies.txt

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