



## LEAVE POLICY

### **Month End CL NOT APPLICABLE: -**

1. 25th to 31st - CL not applicable for sales team
2. 27th to 2nd - CL not applicable for ADMIN and workers CL can not be taken in Advance.
3. CL will be expired in same month and cannot be carry forward to next month.
4. For New Joinee - CL will be eligible after 3 months from the date of joining.

HR.P.13