

Frequently Asked Questions - Compensatory Off Guidelines

1.	When will an employee be eligible to accrue a compensatory off?	An employee will be eligible to accrue compensatory off if s/he works for business reasons with the pre-approval of the counselor, on a; <ul style="list-style-type: none"> ▪ Weekly off ▪ Declared public holiday ▪ Public holiday declared on their day off
2.	Is the employee required to work out of GDS office (only), to be eligible to accrue a compensatory off?	An employee can work from GDS office or from home to be eligible to accrue a compensatory off, subject to fulfilment of below conditions; <ul style="list-style-type: none"> ▪ The work from home has to be pre-approved by the counselor/manager ▪ The employee should meet the chargeability requirements as called out in FAQ no. 3
3.	What is the minimum hours that an employee has to charge to be eligible to accrue a compensatory off?	An employee must charge 7 hours or more to be eligible to accrue a compensatory off. In case of an exceptional situation wherein employee is required to work for less than 7 hours owing to business requirements will be dealt as an exception. All exceptions to follow two levels of approval process; <ul style="list-style-type: none"> ▪ Level 1 - Immediate counselor & Manager ▪ Level 2 - SM & Above
4.	Who is the approval authority for approving compensatory offs?	A compensatory off has to be approved by a manager or above in the system. Counselor is required to vet the business need and provide verbal approval beforehand. <small>Prior approval through mail from Counselor with Manager in CC</small>
5.	When can the employee avail an accrued compensatory off?	An employee can avail the accrued compensatory off during the non- busy season only. Counselor pre-approval is mandatory for availing the compensatory off.
6.	What is the timeframe for availing the compensatory off?	Compensatory off can be availed within 180 days from the day worked. The same needs to be applied & approved in LMS on a real time basis and no exceptions will be granted in case there is a miss from the employee/approver's end.
7.	Can a compensatory off be clubbed with any other leave type?	Yes, a compensatory off can be clubbed with other leave types.
8.	Can a compensatory off accrual request be rejected by the approver?	Yes, a compensatory off accrual request can be rejected by the approver in case of any of the below mismatches/discrepancies; <ul style="list-style-type: none"> ▪ Delay in updating timesheet ▪ Incorrect charge codes ▪ Incorrect hours charged ▪ LMS & GT&E not reconciling with each other, etc.