

PRIVILEGE LEAVE ENCASHMENT FAQs (INDIA)

1. Is there any limit for encashing the Privilege Leave?

You can encash a portion of your **remaining privilege leave balance** once a year at the end of the calendar year. Your request for privilege leave encashment should be lesser than or equal to the privilege leave taken through the calendar year (January – December) and should not exceed your remaining PL balance.

An error message will pop up if you exceed the limit/ do not have sufficient unused PL balance.

For example

- A. Total PL balance for the year: 20 days
- B. PL taken during the year :15 days
- C. PL encashed during encashment window :3 days
- D. Balance carried over to the following year = $20 - (15+3) = 2$ days

2. How do I apply for PL Encashment?

PL can be applied at any time during the year. In order to apply for PL encashment, you need to select the appropriate number of working dates in between Nov 15 to Dec 31st.

Suppose you have **10 PL** available to encash now. Follow the below steps:

- 1. Log into Workday (<https://www.myworkday.com/intuit/login.flex>)
- 2. Click on the **Time Off** bubble
- 3. Under Request, select **Time Off**
- 4. Select 10 working days within the range of **November 15th to December 31st** (see screenshot below)
- 5. Click on the green button labelled **Request Time Off** at the bottom of the page
- 6. Enter **Type** as **IND Privilege Encashment**
- 7. Enter **Daily Quantity** as **1**
- 8. Enter Comment (optional)
- 9. Click on **Submit**

See the screenshots below for details:

The screenshot shows the Workday interface for December 2016. On the left side, there is a summary of leave balances:

- Balance as of 23 / 11 / 2016: 46.9 Days
- Balance Per Plan: IND Casual, 0 Days (IND Casual)
- IND Floating Holiday: 0 Days (IND Floating Holiday)
- IND Privilege: 35.4 Days (IND Privilege Encashment, IND Privilege)
- IND Sick: 9.5 Days (IND Sick)

The main part of the screenshot is a calendar grid for December 2016. The days from 11th to 24th are highlighted in light blue, representing the 10 days requested for time off. At the bottom of the calendar, a green button labeled "10 Days - Request Time Off" is visible, which is highlighted with a red box in the image.

Request Time Off

Total: 8 Days

When: Tuesday 15 November 2016 - Thursday 24 November 2016

Type: * X IND Privilege Encashment

Daily Quantity * 1

Unit of Time: Day

Comment: PL Encashment for 2016

enter your comment

Submit Cancel

3. Where do I see my current year's availed PL?

Follow the below steps to see the leave availed so far, including PL and PL Encashment :

1. Log into Workday (<https://www.myworkday.com/intuit/login.flex>)
2. Click on the **Time Off** bubble
3. Under **View**, click on **Time Off Balance**
4. Under **As Of**, select the date as **31st December**
5. On the new page, look at the information in the **IND Privilege** row.
6. The number in the "**Ending Period Balance Including Pending Events**" column is your PL balance as on 31st December, includes leaves that you have applied for, but have not availed yet.
7. The number in the "Time off Paid Year to Date" column is the total number of PL you have availed so far.

Refer to the screenshots below for more details:

← Time Off Balance 📄 🖨

Balance As Of Date 31/12/2016

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Days 5 items 📶 📶 📶 📶

Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period	
IND Casual	Days	0	6	6	0	0	0	0	0	0	1 Dec, 2016 - 31 Dec, 2016 (Monthly)	
IND Floating Holiday	Days	0	1	1	0	0	0	0	0	0	1 Dec, 2016 - 31 Dec, 2016 (Monthly)	
IND Privilege	Days	33.03	20.04	12	39.4	1.67	0	0	41.07	41.07	1 Dec, 2016 - 31 Dec, 2016 (Monthly)	
IND Sick	Days	0	10	0.5	9.5	0	0	0	9.5	9.5	1 Dec, 2016 - 31 Dec, 2016 (Monthly)	
WCGB (Days)	Days	0	4	2	2	0	0	0	2	2	1 Dec, 2016 - 31 Dec, 2016 (Monthly)	
									Total:	52.57	52.57	

4. Can I apply for PL during the Encashment Window (Nov 15th to Dec 31st)? How do I apply for encashment for these leaves?

Yes, you can apply for PL during the Encashment window. After applying for PL in Workday, select the same dates again, and this time enter the type of leave as **IND Privilege Encashment**.

5. Can I back date my time off changes?

Yes, you can apply for, edit or cancel any leaves within 30 days of the event, so long as it is in the **same calendar year**. Please do reach out to [HR Connect](#) for any exceptions.

6. Can I back date my time off changes to the previous year? For example, can I apply for encashment in January current year for the leaves availed in December previous year?

No changes can be made to the leaves applied for in the previous year. All leaves should be submitted, edited or cancelled in the same calendar year. The 30 days back dated option for any leave is available only in the same calendar year, and no exceptions are possible due to system limitations.

7. What is the last date to apply for PL encashment ?

All applications or cancellations for time off, including Privilege Leave Encashment for the current year have to be submitted by December 31st, 11:59 PM IST. Exceptions are not possible due to system limitations.

8. When will the encashment amount be paid out?

The encashment amount will be paid out along with the January salary, **for all successfully submitted requests**. You can verify that your encashment request was recorded by following the below steps:

1. Log into Workday (<https://www.myworkday.com/intuit/login.flex>)
2. Click on the **Time Off** bubble
3. Under View, select **My Time Off**
4. Ensure that your PL encashment request Status shows as **Approved** (there is auto approval for correctly submitted requests).

9. What if I need help?

If you have questions, or need help, reach out to [HR Connect](#).