1. Academic team members can avail annual leaves only during the vacation period.
2. Casual leave if taken along with weekend makes the three days unpaid
3. Only casual leave has half day and short leave option
   1. 1 Casual leave equal to **2 half day leave** or **3 short leave**
4. Team member can apply beyond the current leave balance?
5. What is the annul leave carried forward policy for academic & nonacademic team members?
6. Proportionate leave based on joining date
   1. Whether the available number of leaves should be calculated based on number of days employee work in a given leave period. (E.g. if an employee joined in end of Jan, he/she will only get half of the number of leaves specified for given leave type.
7. Payment?