



BIJU PATNAIK INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT STUDIES (BIITM), BHUBANESWAR

Plot No. F/4, Chandaka Industrial Estate, Infocity, Patia, Bhubaneswar-24

Approved by AICTE, Govt. of India | Affiliated to BPUT, Odisha | NAAC Accredited | ISO 9001 : 2015

SUMMER INTERNSHIP PROJECT 2025

REPORT TITLE

LEAVE MANAGAMENT SYSTEM

SUBMITTED BY

Lovely Mishra

MBA Batch: 2024-26

University Regn. No.: 2406258259

Faculty Guide

Dr. Lopamudra Mishra
Associate. Prof. (HR)
BIITM, Bhubaneswar

Corporate Guide

Mr. Smruti Ranjan Pati
(Admin Executive),
Gemini Consulting and
Services (Mancheswar),
Bhubaneswar



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CERTIFICATE OF INTERNAL GUIDE

This is to certify that Ms. **Lovely Mishra**, bearing university registration no **2406258259** of 2024-26 batch, has completed her summer internship at Gemini Consulting and Services India Pvt Ltd. from 5th June 2025 to 21st July 2025 under the supervision of Mr. Smruti Ranjan Pati and has submitted this project report under my guidance in partial fulfilment of the requirements for award of the degree of Master of Business Administration at Biju Patnaik Institute of Information Technology and Management Studies, Bhubaneswar. To the best of my knowledge and belief, this project report has been prepared by the student and has not been submitted to any other institute or university for the award of any degree or diploma.

Date:

Place: Bhubaneswar

Signature of the Internal Guide

Name: Dr. Lopamudra Mishra

Designation: Associate Prof. HR

CERTIFICATE FROM COMPANY GUIDE



INTERNSHIP COMPLETION CERTIFICATE

Date: 21st July 2025

This is to certify that **Miss. Lovely Mishra** has successfully completed her internship under Gemini Consulting & Services India Pvt. Ltd. in the HR Department (Leave Management System) from **05th June 2025** to **21st July 2025**.

During the internship period, she demonstrated a keen interest in learning, contributed effectively to assigned tasks, and displayed a good understanding of HR Policies and Leave Management System of Gemini Consulting & Services India Pvt Ltd.

She exhibited a keen interest in learning, maintained discipline, and contributed effectively during her internship.

We appreciate her efforts and wish her success in her future professional endeavors.

For Gemini Consulting and Services India Pvt. Ltd.



Siddharth Samal
Director

www.gemini-us.com

7th Floor, NSIC-IMDC Building,
Dharmapada Bhawan, IDCO Plot No-6,
Block-D, Mancheswar Industrial Estate,
Bhubaneswar – 751 010

0674-2549539

gcsodisha@gemini-us.com

INDIA Hyderabad Bhubaneswar Vijayawada U.S St.Louis Chicago Atlanta

DECLARATION

I, Ms. **Lovely Mishra** bearing university registration no. **2406258259** (2024-26 batch), hereby declare that the project report titled **“Leave Management System.”** is based on my internship at **Gemini Consulting and Services India Pvt Ltd.**, during the period **5th June 2025 to 21st July 2025** and is an original work done by me under the supervision of Mr. Smruti Ranjan Pati (Corporate Guide) and Dr. Lopamudra Mishra (Internal Guide) .This report is being submitted to Biju Patnaik Institute of Information Technology and Management Studies, Bhubaneswar, affiliated to Biju Patnaik University of Technology, Odisha, in partial fulfilment of the requirements for the award of the degree of Master of Business Administration. This project report has not been submitted to any other institute/university for the award of any degree or diploma.

Date:

Place:

Signature

ACKNOWLEDGEMENT

This report is an outstanding prospect to convey my gratefulness to those many people whose timely help and guidance went a long way in finishing this project work from commencement to achievement.

I would like to express my sincere thanks to Dr. Lopamudra Mishra for giving me an opportunity to explore the practical knowledge practiced by the company.

I am very glad to work with the organization as a trainee. I am grateful to HR Department of GEMINI CONSULTING AND SERVICES INDIA PVT. LTD. for helping me to get the information and an invaluable experience.

I must also express my deepest gratitude to the Principal and the Faculty Council of BIITM, for their timely help as and when required.

Last but not the least would like to thank my friends, family members and all those people who helped me for the completion and deeper understanding of the concept of Human Resource Policies.

Working on this project has proved to be an enlightening experience for me.

Date:

Name: Lovely Mishra

Place: Bhubaneswar

Roll No.- 2406258259

EXECUTIVE SUMMARY

This report examines the Leave Management System (LMS) implemented by Gemini Consulting and Services, a global IT consulting firm headquartered in St. Louis, Missouri, founded in 2010. Utilizing the KEKA HRMS platform, the LMS streamlines leave processes, offering various leave types—Casual, Earned, Sick, Paternity, Optional, Compensatory Off, and Unpaid—to meet diverse employee needs. The system integrates seamlessly with payroll and attendance, ensuring transparency, compliance, and operational efficiency.

The study analyzes how designations, experience levels, and age groups influence leave policy perceptions, with data collected from 31 employees through surveys and questionnaires. Key findings include:

- **Demographics:** The workforce is predominantly young (51% aged 20–30), with 58% male and 42% female employees. Software Engineers (26%) and Associate Consultants (19%) dominate designations, and 39% have 0–5 years of experience.
- **Statistical Analysis:** ANOVA results ($p\text{-value} = 1.41\text{E-}32$) reject the null hypothesis, indicating significant differences in leave policy opinions across age groups. Cronbach's Alpha (0.890) confirms the survey's high reliability.
- **System Strengths:** The LMS is praised for its user-friendly interface, real-time tracking, and fairness, with 90–93% employee approval for transparency and ease of use.
- **Areas for Improvement:** Feedback suggests adding mental health leave, simplifying documentation, extending Comp Off validity to 120 days, and allowing limited leave during probation.

Recommendations include enhancing the mobile app with push notifications, integrating feedback mechanisms, and providing advanced analytics for managers to optimize workforce planning. These improvements aim to align the LMS with Gemini's commitment to a positive, inclusive workplace culture.

In conclusion, Gemini's LMS is a robust, employee-centric tool that enhances HR efficiency and work-life balance. By addressing identified gaps, the company can further strengthen employee satisfaction and set a benchmark for digital-first workforce management.

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CHAPTER-1

INTRODUCTION

LEAVE MANAGEMENT SYSTEM

A leave management system is a comprehensive HRMS tool that enables organizations to track their employee leave requests online. A leave management system can help your organization define employee leave requirements, approve leave requests, and manage holidays in a way that aligns with your organization's leave policies. If your organization has a global presence, you will be able to add unique leave types and customize leave policies for each location. The leave management system also empowers your employees to check their leave balances, apply for leave, and access their upcoming holiday list with a few clicks.

An HR leave management software centralizes all data pertaining to employee leave in a single online location, and it analyzes this data to provide useful reports. This also helps support accurate payroll calculation. As every step in the leave-tracking process is securely stored in leave management system, you'll face no troubles while ensuring compliance with labor laws. Plus, most leave management solution come with a mobile application to help organizations manage leave approvals right from their smartphones or tablets.



Traditionally, leave management was handled manually through paper forms or spreadsheets, which often led to inefficiencies, miscommunication, and errors in tracking leave balances or approvals. A digital LMS eliminates these issues by providing a centralized platform where both employees and management can easily access and manage leave-related information.

The system allows employees to submit leave requests online by selecting the type of leave (such as sick leave, casual leave, earned leave, maternity/paternity leave, etc.), the duration, and the reason for the leave. Employees can also view their current leave balance, leave history, upcoming holidays, and the status of previously submitted requests. This transparency helps reduce confusion and the need for constant follow-up with HR departments.

For managers and supervisors, the LMS provides tools to quickly review and take action on

leave requests. Managers can see team members' availability, identify potential scheduling conflicts, and approve or reject requests with just a few clicks. Many systems also support automated workflows that route requests to the appropriate approvers based on the organizational hierarchy, ensuring that the approval process is consistent and policy-compliant.

From the HR department's perspective, a Leave Management System simplifies record-keeping and improves compliance with labour laws and company policies. HR professionals can configure leave rules such as accrual rates, carry-forward policies, maximum leave limits, and encashment options according to the organization's policies. The LMS also generates detailed reports and analytics that help HR teams monitor absenteeism trends, track leave utilization, and make informed decisions related to workforce planning and productivity.

Most modern LMS platforms come with integrations for payroll systems, calendars, and attendance systems, ensuring seamless synchronization of data. For example, once a leave is approved, it can automatically reflect in the employee's attendance record and be considered in payroll calculations, minimizing manual work. These systems often include notification features, such as email or in-app alerts, to inform users of pending approvals, upcoming leaves, or policy changes.

The benefits of using a Leave Management System include increased accuracy, time savings, improved transparency, and enhanced employee satisfaction. It reduces administrative workload for HR and managers while empowering employees with more control over their leave management. Additionally, it supports remote and hybrid working environments by providing access to leave management tools anytime and from anywhere.

In conclusion, a Leave Management System is an essential tool for any organization looking to improve operational efficiency and employee experience. By replacing outdated manual processes with an automated, rule-based, and user-friendly system, organizations can ensure fair leave practices, better compliance, and streamlined HR operations.

Gemini Consulting & Services uses a modern Leave Management System (LMS) that is KEKA Tools as part of its Human Resource Management solutions, designed to simplify and streamline how employees request, approve, and track leave digitally. Integrated within their HRMS, the LMS supports multiple leave types such as paid, sick, casual, maternity, and paternity, unpaid, optional, earned, comp off leave and allows employees to apply online and

receive real-time updates on their application status. Managers and HR personnel can conveniently review and approve requests through a centralized dashboard, which also shows leave balances and histories. The system minimizes manual paperwork and errors by automating data entry and syncing with attendance records, payroll calculations, and leave accruals. Customized reporting features enable HR to generate detailed reports by employee, department, or leave type helping with efficient planning and compliance. By offering a seamless, user-friendly interface and strong integration with broader HR and ERP modules, Gemini's LMS boosts transparency, saves time, and supports a digital-first approach to workforce management.

One of Gemini's shining examples of solving real-world problems is their Leave Management System (LMS). Think of it as a friendly digital assistant for employees and managers. Instead of passing around paperwork or juggling spreadsheets, Employees simply log in, choose the type of leave they need whether it is paid, sick, or casual and send a request. Managers receive a notification, make a decision, and the system automatically updates attendance and payroll all in a few clicks. Behind the scenes, it's all connected: leave entries sync with timesheets, HR has live dashboards to plan staffing, and automated reminders make sure nothing slips through the cracks.

What makes Gemini's approach feel personal is their focus on ease and transparency. Employees see their leave balances, managers know what's pending, and HR has smart reports to spot trends like when most people take vacations or which team needs backup during busy periods. It's about giving everyone clarity and saving precious time.

From a tech point of view, Gemini doesn't just patch together separate tools they build a whole digital ecosystem. A tool that feels smooth and reliable no clunky forms, no lost approvals, no confusion.

In short, Gemini's Leave Management System isn't just software/Application it's a thoughtful, human-centered solution that replaces old, manual hassles with an intuitive, digital experience. It shows how smart use of technology can bring ease and peace of mind to everyday tasks one leave request at a time.

OBJECTIVE

1. To understand the leave management system of Gemini Consulting and Services.
2. To study the differences in the opinion of various age groups.
3. To study the differences in the opinion of various experience groups.
4. To study the differences in the opinion of various designation groups.

SCOPE OF STUDY

The study explores Gemini Consulting & Services' Leave Management System, analyzing how designations and experience levels impact leave application, approval, and tracking processes. It assesses system integration, reporting, cloud setup, and security, using employee and HR feedback to evaluate efficiency, usability, and satisfaction, identifying improvements for diverse employee groups.

HYPOTHESES

H₀: There is no significant difference in the opinions among the designations on the leave policy of the organisation.

H₁: There is significant difference in the opinions among the designations on the leave policy of the organisation.

H₀: There is no significant difference in the opinions among the experience on the leave policy of the organisation.

H₁: There is significant difference in in the opinions among the experience on the leave policy of the organisation.

H₀: There is no significant difference between the opinion among the various age groups on the leave policy of the organisation.

H₁: There is significant difference between the opinion among the various age groups on the leave policy of the organisation.

LIMITATION

1. The study was conducted in a short period, so long-term trends were not captured.
2. Some internal or confidential data could not be accessed due to privacy rules.
3. Feedback came from a limited sample, which may not represent all employees.
4. System upgrades made after the study were not part of the analysis.

RESEARCH METHODOLOGY

The section displays how the objective of the study has been achieved by considering various components, i.e., what kind of method is followed to achieve the project objectives, how the data has been collected to conduct the study and the sources of data collection procedure, how the data has been analyzed to find the results of the study.

Research Design:

This study comes under Descriptive research as this is theory-based research which is perfectly applied on a survey. This method contains data collection, analysis, and presentation. As I must do a survey-based study on this topic and data collection, analysis, and presentation will be done therefore descriptive research is the type of research design that suits our research topic.

Research Type:

The study was based on Quantitative research. Quantitative research gathers information from existing and potential populations using sampling methods and sending out online surveys, online polls, online questionnaires etc. The results of which can be depicted numerically. Quantitative research is further classified into two parts from which this study is based on Primary quantitative research which means collecting information directly rather than depending on information or data collected previously done research.

Source of Data Collection:

In this research I have used Primary Data and Secondary Data. This primary data is collected through observations, discussion with managers, employees of various departments in the organization and Questionnaire method. Secondary Data is collected from articles, websites, previously published records, research reports and documents.

Sampling:

- Sample Design - In sample design this study comes under non-probability sampling and under non-probability sampling it comes under convenience sampling.
- Sampling unit: Surveys were taken from employees of Gemini Consulting & Services.
- Sample Population: - The total sample population is 85 of this study.
- Sample size – The sample size is a specific group of respondents. I collect total sample size is 80 of this study

CHAPTER-2

COMPANY PROFILE

COMPANY PROFILE



Gemini Consulting and Services – Reinvent the Future

Founded in 2010 and headquartered in St. Louis, Missouri, Gemini Consulting and Services is a globally recognized IT consulting firm that empowers enterprises to navigate digital transformation with confidence and agility. With a strong presence across the **USA, India, and the Middle East**, Gemini delivers innovative, scalable, and human-centric solutions tailored to industry-specific challenges.

Gemini specializes in:

- **Enterprise Applications & Automation**
- **Platform-based Innovation**
- **Staff Augmentation**

Its services span diverse sectors including healthcare, public sector, manufacturing, education, media, and banking. What sets Gemini apart is its customer-centric approach, emphasizing deep collaboration, co-creation, and empathy to deliver meaningful business outcomes.

Guided by its core values—Integrity, Authenticity, Trust, Excellence, and Empowerment—Gemini combines technological excellence with a “people-first” philosophy. Whether through AI/ML, Business Intelligence, SAP, ServiceNow, or cloud-native development (AWS, Azure),

the company delivers transformative digital solutions that streamline operations, enhance productivity, and foster sustainable growth.

Key Service Areas:

- **Projects & Solutions** – Enterprise-grade technologies for operational integration and efficiency.
- **Products & Innovation** – Cutting-edge platforms to reduce costs and expand reach.
- **Staff Augmentation** – Top-tier talent to meet evolving digital needs.

Gemini's impact is reflected in successful partnerships with global organizations such as Weill Cornell Medicine, Kalyani Rafael Advanced Systems, RRVPNL, Whirlpool, and others. Their work spans from SAP modernization and BI analytics to digital platforms like Fan world, enhancing fan engagement in entertainment and sports.

With offices in St. Louis, Chicago, Atlanta, Hyderabad, Bhubaneswar, and Dubai, Gemini combines global reach with local expertise to offer 24/7 client support. Their mission is not just to deliver technology—but to transform businesses and communities through ethical, responsible innovation.

Driven by the belief that technology should simplify complexity and adapt to real human needs, Gemini is more than a service provider—it is a trusted partner for organizations ready to lead in a digital-first world.

Tagline: "Reinvent the Future"

Motto: "Together We Grow"

Vision

To discover and implement sustainable code-driven solutions that address socio-economic challenges and contribute to the overall growth and development of communities.



Mission

To support and strengthen the efforts of the government and grassroots organizations by using technology and innovation to build a healthy, inclusive, and equitable society for all.

Values

Our mission is guided by the core values of **Trust**, **Awareness**, **Accountability**, **Sustainability**, and **Empowerment**. We believe in building trust through transparent actions and open communication. By raising awareness, we aim to educate and inspire positive change in communities. Accountability ensures we remain responsible for the impact of our work. Sustainability drives us to create solutions that are long-lasting and environmentally conscious. Above all, we focus on empowerment giving individuals and communities the tools and confidence to shape their own futures.

SERVICES

Lead, Don't Compete in a Digital World

At Gemini Consulting & Services, we empower enterprises with cutting-edge solutions in enterprise applications, cloud, and AI/ML. Our expert team helps businesses tackle challenges, drive innovation, and enhance efficiency. In a fast-changing market, partner with us to future-proof your operations and lead with confidence. The service they provide described below in details:

1. Enterprise Applications

Gemini Consulting & Services offers integrated ERP and CRM solutions that simplify operations, boost agility, and drive business growth through cloud and on-premise platforms tailored to client needs.

- **SAP** for streamlined, scalable operations (cloud/on-premise).
- **Oracle** to drive digital transformation and reduce risk.
- **ServiceNow** to automate workflows and improve service delivery.
- **Microsoft Dynamics 365** to unify CRM/ERP with AI tools like Copilot.
- **Workday** for integrated planning and performance analytics.
- **HubSpot** to manage sales pipelines and customer data.
- **Open-Source ERP** for customizable, license-free SME solutions.
- **Salesforce** to automate sales and personalize engagement with AI.

2. Cloud

Achieve Flexibility, Modernize Applications Gemini Consulting & Services offers end-to-end cloud solutions to help businesses modernize, scale, and innovate. Whether you're migrating infrastructure or adopting cloud-native tools, we deliver secure, flexible, and cost-effective services tailored to your needs.

Our Cloud Services:

- **Cloud Migration:** Smooth, low-risk transition of apps, data, and workloads to the cloud.
- **IaaS:** Scalable infrastructure without heavy hardware investments.
- **PaaS:** Fast-track application development and deployment.

- **SaaS:** Access customizable, cloud-hosted apps anytime, anywhere.
- **Cloud Security:** End-to-end protection for data, apps, and compliance.
- **Backup & Disaster Recovery:** Secure, automated backups with fast recovery.

3. Consulting

Harness Technology for Enterprise Reinvention Gemini Consulting & Services empowers businesses to align technology with strategy, enabling innovation and transformation. We guide enterprises through digital change, helping them modernize operations, optimize tech investments, and adapt to evolving markets. Our consulting services span strategy, AI, analytics, and IT infrastructure—driving efficiency, growth, and long-term value in the digital era.

- **Business Process Management** – Automate workflows, reduce costs, and boost productivity.
- **CRM** – Centralize customer data to enhance engagement and sales.
- **Data Analytics** – Turn data into real-time insights for smarter decisions.
- **Digital Transformation** – Adopt digital tools to improve agility and customer experience.
- **Generative AI** – Build AI solutions for content, IT, and service automation.
- **Cybersecurity** – Protect operations with AI-led security and compliance solutions.
- **Talent Strategy** – Accelerate hiring with analytics and RPO services.
- **Supply Chain** – Optimize inventory and resilience using AI-powered tools.

4. AI / ML

Gemini Consulting & Services delivers enterprise-wide AI/ML solutions that automate tasks, improve data quality, and drive smart decision-making through ethical, predictive, and optimized AI-powered systems.

- **Amazon SageMaker** – Fast, scalable ML solutions to turn data into insights.
- **Azure AI** – Automate tasks and boost support using Microsoft AI tools.
- **Google Cloud AI** – Build, deploy, and manage AI to enhance performance.
- **H2O.ai** – Open-source ML to accelerate AI-driven results.
- **OpenAI** – Integrate ethical AI tools for smarter collaboration.
- **Palantir AI** – Secure access to LLMs for efficient operations.
- **SAP Business AI** – AI-powered decisions tailored to business needs.

- **Salesforce Einstein** – Personalize customer experiences with smart AI.

5. Data Management & BI

Gemini Consulting & Services helps businesses become data-powered by providing smart Business Intelligence (BI) solutions. We create customized BI roadmaps to boost growth, improve ROI, and deliver real-time insights using AI and automation. Partner with us to harness data effectively and accelerate your digital transformation.

- **Power BI** – Real-time dashboards for faster, smarter decisions.
- **SAP BW/4HANA** – Agile platform for real-time insights and innovation.
- **AWS Cloud** – Scalable, cost-effective, and secure data management.
- **Azure Data** – Unified, secure data across hybrid environments.
- **DBT** – Fast data transformation with SQL-driven workflows.
- **Google Cloud** – AI-powered data tools for quick insights.
- **Snowflake** – Scalable, secure multi-cloud data sharing.
- **Tableau** – Intuitive, enterprise-grade data visualization.

6. Digital Experience

Gemini crafts omnichannel, data-driven experiences that personalize services, enhance customer journeys, and drive business growth through design, insight, and emerging technologies.

- **Digital Process Automation** – Streamline workflows and cut manual work.
- **ILaaS** – Explore and adopt emerging technologies via our Innovation Lab.
- **Platforms & Applications** – Custom tools to drive digital transformation.
- **Tokenization Solutions** – Secure, efficient digital transactions with top-tier encryption.

7. Process Outsourcing

Gemini Consulting & Services offers customized process outsourcing solutions to optimize operations across finance, retail, and e-commerce. From accounting and payroll to warehouse and store management, we help businesses reduce costs, improve accuracy, and focus on strategic growth by handling routine tasks with expert support and efficiency.

- **FPO:** Outsource financial processes to cut costs, ensure compliance, and boost efficiency with expert ERP and secure handling.
- **E-Commerce:** Manage listings, videos, pricing, and stores (Shopify, WooCommerce) for growth and smooth operations.
- **Store Management:** Optimize retail with inventory control, POS, merchandising, and support services.
- **Warehouse Management:** Improve supply chain with AI-based forecasting, order tracking, returns, and remote monitoring.

8. EMR/HER

Gemini Consulting & Services delivers customizable EMR/EHR solutions that ensure secure, real-time access to patient data, streamline workflows, enable clinical decision support, and promote interoperability for better healthcare outcomes.

- **EHR Systems:** Enable secure, standards-based data sharing with smart alerts and decision tools for better care coordination.
- **EMR Systems:** Streamline patient workflows with integrated diagnostics, real-time notifications, and training support.
- **Healthcare Data Management:** Centralize data, ensure accuracy, and enable real-time analytics with strong governance.
- **HIPAA Compliance:** Safeguard patient data with audits, encryption, access control, training, and continuous compliance support.

9. Knowledge Management Solutions

Gemini offers robust Knowledge Management solutions, combining Learning Management Systems (LMS), instructional design, and collaboration tools. We help businesses create centralized knowledge hubs, streamline employee training, support daily learning operations, and provide learning analytics enhancing decision-making, productivity, and innovation.

- **Knowledge Management:** Centralized KM portals and AI discovery tools to boost collaboration and informed decision-making.
- **Learning Operations Support:** Manage training programs with content updates, analytics, quality checks, and ongoing improvement.
- **LMS Solutions:** Deploy and support scalable LMS platforms like Moodle and Canvas with full integration and hosting services.

INDUSTRIAL ANALYSIS

1. Government Solutions

We help governments enhance citizen services through tailored SAP ERP and mobile solutions. By digitizing energy systems, revenue collection, and service delivery, we improve transparency, efficiency, and public satisfaction while supporting inclusive growth.

2. Dairy, Food & Beverages

Gemini modernizes food and dairy operations using SAP ERP. We ensure traceability, quality control, and sustainable supply chains—reducing waste and improving compliance from procurement to distribution.

3. FMCG

Our digital and AI/ML tools help FMCG businesses streamline supply chains, forecast demand, and personalize marketing. We boost efficiency, reduce costs, and enhance brand loyalty through real-time insights and omni-channel support.

4. Logistics & Transportation

We optimize logistics operations through ERP and AI-based tools, improving fleet and inventory tracking, route planning, and order management. Our solutions cut costs and ensure on-time delivery with full operational visibility.

5. Smart City Solutions

Our Suvidha platform helps city administrations digitize governance. It enables online services, grievance redressal, smart infrastructure, and better civic engagement, making cities more liveable and efficient.

6. Healthcare

We support digital transformation in healthcare with SAP ERP, cloud solutions, and data analytics. Our tools improve patient connectivity, streamline research, and support personalized care with better compliance and automation.

7. Manufacturing

Gemini offers scalable ERP solutions for manufacturing that enhance scheduling, production, and inventory control. With AI integration, we reduce inefficiencies and

enable end-to-end automation for improved quality and productivity.

8. City Gas Distribution (CGD)

Our SAP IS-U-based solutions for CGD automate billing, meter reading, and customer support. We provide 360° service views, reduce manual tasks, and enhance device integration for greater efficiency and accuracy.

9. Digital Publishing & Content Management

We offer end-to-end publishing tools for content creation and management. Our AI-powered systems enable real-time performance tracking, cost efficiency, and better digital monetization across publishing formats.

10. Mining

Gemini delivers ERP systems tailored for the mining industry. We simplify logistics, resource management, and compliance while offering real-time insights for better decision-making, cost reduction, and growth.

11. Education

We help educational institutions embrace hybrid learning with SAP ERP and AI-driven platforms. Our solutions improve student lifecycle management, faculty performance, and curriculum relevance in today's digital learning environment.

12. Oil & Gas

Gemini helps oil and gas firms navigate market and operational challenges using SAP ERP and automation tools. We enhance safety, asset reliability, and workflow efficiency while enabling data-driven decisions and project visibility.

13. Financial Services

We support financial institutions with secure AI, blockchain, and cloud solutions. Our tools enhance fraud detection, KYC, payments, and customer service—ensuring resilience and superior digital banking experiences.

14. Gaming & eSports

Gemini empowers the gaming industry with cloud-based platforms for fan engagement, mobile apps, and monetization. With real-time analytics and immersive tech, we help clients grow audiences, boost loyalty, and increase revenue.

COMPETITORS ANALYSIS

1. Yash Technologies vs Gemini Consulting & Services

Feature	Yash Technologies Pvt. Ltd.	Gemini Consulting & Services
Focus Area	SAP solutions and digital services	ERP, LMS, AI/ML, Smart City, Healthcare, Education
Industry Reach	Manufacturing, Pharma, Retail	Public & Private sector including Education, Health
Custom Platforms	Limited	Suvidha, LMS, Smart City tools
Competitive Edge	SAP specialization	Broader sector coverage with niche solutions

2. Luminous Infoways vs Gemini Consulting & Services

Feature	Luminous Infoways Pvt. Ltd.	Gemini Consulting & Services
Focus Area	e-Governance, Public Services	ERP, Smart Cities, LMS, Healthcare
Market Presence	Primarily government	Government + private sectors
Platform Specialization	Workflow, citizen services	AI, Analytics, Suvidha, Custom LMS
Competitive Edge	Governance innovation	Broader tech stack and sector diversity

3. CSM Technologies vs Gemini Consulting & Services

Feature	CSM Technologies Pvt. Ltd.	Gemini Consulting & Services
Focus Area	Governance, Smart City	ERP, Healthcare, LMS, AI/ML
Tech Stack	Cloud, AI	Cloud, AI, SAP IS-U, Learning Tools
Public Sector Expertise	High	High
Competitive Edge	Deep governance focus	Broader application with strong LMS and ERP

4. Accenture vs Gemini Consulting & Services

Feature	Accenture plc	Gemini Consulting & Services
Scale	Global Leader	Mid-scale Global
Service Range	Consulting, Strategy, Tech Outsourcing	Niche Tech Platforms and ERP
Specialization	Multi-industry, Digital Transformation	Customized digital transformation
Competitive Edge	Brand, Scale, Talent Pool	Affordable, Flexible, Sector-Specific Solutions

5. Deloitte vs Gemini Consulting & Services

Feature	Deloitte Touche Tohmatsu Limited	Gemini Consulting & Services
Focus Area	Audit, Tax, Advisory, Consulting	ERP, LMS, AI, E-Governance
Sector Coverage	Financial, Public, Health	Broader including Education, Retail, Logistics
Tech Tools	Custom platforms, Risk Advisory	AI-enabled ERP, LMS, Suvidha
Competitive Edge	Strategy and Audit	Tech Implementation & Customization

6. TCS vs Gemini Consulting & Services

Feature	Tata Consultancy Services	Gemini Consulting & Services
Global Reach	Very High	Growing
Service Type	Full IT Lifecycle	Sector-based Transformation
Platform Focus	Large-Scale Enterprise Systems	Modular and Custom Systems
Competitive Edge	Scale and Infrastructure	Faster deployment and niche vertical focus

7. Infosys vs Gemini Consulting & Services

Feature	Infosys Limited	Gemini Consulting & Services
Focus Area	Digital Services, Consulting	Digital ERP, LMS, AI, Healthcare
Client Base	Global Enterprises	Governments, SMEs, Institutions
Tech Stack	Broad (Cloud, Data, Security)	Tailored (SAP, LMS, AI, Suvidha)
Competitive Edge	Experience and scale	Agility, Customization, Sector Focus

8. Capgemini vs Gemini Consulting & Services

Feature	Capgemini SE	Gemini Consulting & Services
Core Offering	Consulting, Tech Services	Industry-specific digital transformation
Global Presence	Very High	Moderate but diversified
Strength Area	Automation, Cloud, AI	LMS, Healthcare, Public-Sector Tech
Competitive Edge	End-to-End IT Outsourcing	Rapid, cost-effective implementation

CHAPTER-3

LEAVE MANAGEMENT SYSTEM AT GEMINI

1. CASUAL LEAVE (CL)

Casual Leave (CL) is granted to employees for attending to short-term personal matters such as family functions, personal appointments, or minor emergencies that are not covered under sick or earned leave. For the period from April 2025 to March 2026, employees are entitled to six days of casual leave. These leaves are credited at the beginning of the financial year and must be used within the same year, as any unused CL will lapse and cannot be carried forward.

Employees are expected to apply for casual leave at least two days in advance to allow managers to plan for their absence and maintain workflow continuity. In case of unforeseen emergencies, employees must inform their reporting manager as soon as possible and submit a post-approval request. All leave applications must be submitted through the organization's official leave management system (Keka HRMS), and informal requests such as verbal or message-based communication may not be accepted unless directed by HR.

Approval of casual leave is subject to team workload, availability, and managerial discretion. Employees are encouraged to regularly track their leave balance to avoid any confusion. This policy aims to support employee well-being and personal time management while ensuring smooth business operations and team coordination.

This policy helps employees maintain a healthy balance between personal life and work commitments without disrupting professional responsibilities.

1.1 Casual Leave application process

1. Self or Manager Application

Employees can apply for Casual Leave directly through the official leave management Application (KEKA). If the employee is absent due to emergencies employee will be regularized their attendance / applying for leave mention their emergencies and reason for their absence which is will be approve by reporting manager.

2. Full-Day or Half-Day Option

Casual Leave can be taken for a full day or just a half-day, depending on the need. If an employee has a short appointment or personal work for a few hours, opting for a half-day leave helps conserve leave balance while still addressing the personal requirement efficiently.

3. Application Through Official System

Leave must be applied using the company's designated Leave management system (KEKA). This ensures proper tracking, digital records, and seamless processing for both employee and management. Manual or informal methods like verbal requests are generally not accepted unless guided by HR for specific urgent cases.

4. Manager's Approval Required

Every leave request, which is self-applied must be approved by the reporting manager. Approval depends on team workload, upcoming deadlines, and employee availability.

5. Reason or Comment Mandatory

While applying for Casual Leave, employees must enter a comment or reason. This adds clarity for the approving manager and ensures that the leave is being taken for genuine personal reasons. It also supports transparency and helps maintain a fair record of leave usage across the team.

1.2 Restrictions for applying Casual Leave

1. Limit on Past-Dated Leave

You can apply for leave for a previous date, but only up to 28 calendar days in the past. Any leave request older than that will not be accepted by the KEKA, ensuring timely submission and proper tracking of all employee absences within a reasonable period.

2. Cutoff Date – 26th of the Month

After the 26th of each month, you are not allowed to apply for any past-dated leave, even if it falls within the 28-day limit. This rule is enforced to maintain accurate records for payroll processing and attendance closing at the end of every month.

3. Mandatory Comment While Applying

When applying for Casual Leave, it is compulsory to add a comment or reason in the leave application. This helps your manager understand why the leave is being requested and ensures proper documentation and clarity for approval and future reference.

4. Limit on Consecutive Days

Every employee is allotted 6 days of Casual Leave per annum, which can be used throughout the leave year from April 2025 to March 2026. The leave can be taken quarterly, monthly, or as needed, but always within the allowed limit of a maximum of 6 casual leave in a year. Weekends and company holidays are not counted in this limit.

5. Not Allowed During Notice Period

Employees who are serving their **notice period** are not allowed to apply for Casual Leave. This ensures they are available for completing handovers, knowledge transfers, and other formalities before their final exit from the organization.

6. No Mixing with Sick Leave

Casual Leave cannot be combined with Sick Leave. Both leaves serve different purposes, and this rule ensures clear categorization of leave types, avoids misuse, and maintains the integrity of the leave system.

1.3 Restrictions on Casual Leave after joining

After joining the organization, new employees cannot use Casual Leave (CL) during the probation period, even though it starts accruing from the date of joining. The leave balance builds monthly but remains unusable until probation is completed. This policy ensures full availability during onboarding and initial training. Most companies also configure their leave systems, like Keka HRMS, to block CL applications during probation. Once the period ends, employees can apply for their accrued leave with manager approval.

This helps enforce the policy automatically and avoids any confusion or misuse. After the probation ends, the system allows you to access and utilize your leave balance, subject to approval from your reporting manager.

1.4 Leave Balance Policy at the End of the Year

1. Leave Year End

The leave calendar year ends on March 31, of every year. All leave balances are reviewed and processed according to company policy at this point. This marks the cutoff for consuming any remaining Casual Leave earned during the year.

2. Unused Leave Expires

Any unused Casual Leave in your account will expire at the end of March of every year. The balance does not carry forward to the next leave year, and employees are advised to use their entitled leave before the deadline to avoid losing it.

3. Leave Balance Reset

On April 1, of every year, all leave balances are reset to zero. A new quota of Casual Leave for the upcoming year will begin accruing as per the company's leave policy. This ensures a fresh start for tracking leave in the new year.

4. Negative Leave Nullified

If an employee has taken more Casual Leave than allotted, resulting in a negative balance, that deficit is nullified at year-end. The negative balance will not carry forward, and the account will reset to zero, allowing for a clean leave record for the new year.

2. COMP OFF (COMPENSATION OFF)

At Gemini Consulting and Services, Compensatory Offs commonly known as Comp Offs are a special category of leave designed to recognize and reward employees who go beyond their regular duties by working on non-working days.

At Gemini Consulting and Services, Comp Off is given to employees who work on weekends or public holidays. It recognizes extra effort when employees support urgent tasks or deadlines outside regular hours. When approved by a manager, the extra hours worked are converted into leave, which can be used later on a working day.

To claim a Comp Off, employees must submit a request through the Leave Management System, mentioning the date and reason for working. Once verified and approved, the leave gets added to their balance. However, it must be used within a set time usually 30 or 60 days or it will expire.

This policy ensures fair rest for extra work and promotes appreciation, balance, and teamwork within the organization.

2.1 Comp off Expire if not consumed

At Gemini Consulting and Services, Compensatory Offs (Comp Offs) are offered to employees who work on weekends, public holidays, or beyond regular hours. These leaves are a way of recognizing extra efforts made to meet urgent work needs. However, Comp Offs are time-bound and must be used within 90 days from the date they are credited. If not used in this period, the leave will automatically expire and cannot be claimed again.

To help employees manage their Comp Offs effectively, the company uses the KEKA Leave Management System. This system is programmed to automatically select and apply the Comp Off that is closest to its expiry date whenever a leave request is made. This reduces the risk of losing Comp Offs due to expiry and ensures better planning.

Employees are encouraged to monitor their leave balances regularly and use Comp Offs in a timely manner. Managers also play a key role by approving requests without delay. Being aware of the 90-day rule and using the KEKA system properly helps employees enjoy their earned time off without losing it.

2.2 Applying for a Comp Off

Comp Offs can be applied by you on your own or a manager can apply on your behalf.

1. Self or Manager Application

Employees can apply for Comp Offs themselves through the company's leave portal. Alternatively, a manager can apply on behalf of the employee if needed especially in cases where the employee is busy or does not have system access during working hours or while on-site.

2. Full Day or Half Day Options

You can choose to apply for a full day or a half-day Comp Off, depending on how much extra time you worked. This provides flexibility, especially when you've worked only a few hours beyond your regular schedule and don't need to take a full day off.

3. Leave Request Details

When applying for a Comp Off, you must provide the date of extra work, a brief reason or comment, and submit it for managerial approval. This ensures that your Comp Off is valid and recorded correctly in the system.

4. Advance Planning is Advised

It is recommended to apply for Comp Offs in advance, within the 90-day validity window, to avoid expiration. The system also helps by automatically selecting the Comp Off closest to expiry, ensuring your earned leave doesn't go to waste.

2.3 Restriction for Applying Comp off

The following restrictions are enforced that can prevent you from applying a leave

1. Time Limit for Past Leave Applications

Employees can apply for a Comp Off for past work, but only within a 28-day window from the current date. If the extra work was done more than 28 calendar days ago, the system will block the leave application. Timely submission ensures proper tracking and verification of earned leave.

2. Mandatory Comment While Applying

When applying for a Comp Off, it is compulsory to include a comment explaining the extra work done. This comment should clearly mention the date and nature of work. Without this information, the system will not allow the application to proceed, ensuring proper documentation and managerial approval.

2.4 Restrictions After Joining

At Gemini Consulting and Services, employees can start using their leave from the first day of joining, without any probation restrictions. However, leave is accrued monthly, so the number of leave days available depends on how much has been credited so far.

For example, if only a few days have been accrued in the system, you can only apply for that many days of leave. This approach ensures that employees have the flexibility to manage their personal needs early on, while also maintaining a structured and balanced leave system.

3. EARNED LEAVE (EL)

Earned Leave (EL) is a type of paid leave that employees earn for the work they perform over time. It is also known as Privilege Leave in some companies. Employees can use Earned Leave for long vacations, personal commitments, or rest. Since it is a benefit earned by working, EL is usually planned in advance and is paid leave, meaning the employee continues to receive

their salary during the leave period.

At Gemini Consulting and Services, Earned Leave (EL) is a valuable benefit that recognizes your long-term service and commitment. This type of leave is accrued over time, usually based on the number of days you have worked. One of the key features of Earned Leave is that it is paid even when not used. If you choose not to use your Earned Leave or if any part of it remains unused by the time you leave the company or during annual settlements, the unused leave is encashed meaning you receive a monetary payout equivalent to those leave days. This policy ensures that your time and service are respected, giving you either well-earned rest or financial benefit in return. It encourages employees to plan their leave wisely and provides an added layer of security and reward for consistent dedication.

3.1 Leave Accrual Policy

At Gemini Consulting and Services, the Earned Leave (EL) policy is designed to offer flexibility while maintaining fairness and discipline in leave usage. Employees are eligible for 15 days of earned leave per year, but instead of receiving the entire quota at once, leave is accrued monthly. Specifically, 1.25 days are credited on the 1st of each month, adding up to 15 days over a year.

This monthly accrual system means that employees can only apply for the leave that has already been credited to their account—not for leave expected to be earned in the future. For example, if you apply for leave in April but only have 3.75 days accrued by March, the system will only allow you to take leave based on the balance available as of your application date.

This policy helps ensure that leave is taken responsibly, based on actual earned balance. It also encourages employees to plan their time off in advance and check their leave status regularly. By using this structured accrual method, Gemini promotes a transparent and efficient leave management system.

3.2 Applying for a Leave

1. Applying Leave Personally or Through Manager

At Gemini Consulting and Services, you can apply for Earned Leave directly through the KEKA Application. If you're unable to access the system or in case of emergencies, your reporting manager can apply for the leave on your behalf. This dual-option

approach ensures smooth workflow and avoids delays in leave processing, helping you stay stress-free while ensuring proper documentation and managerial approval.

2. Option for Full-Day or Half-Day Leave

The company offers flexibility by allowing employees to apply for either a full day or half-day of Earned Leave. This is especially helpful for those who need time off for personal errands, medical appointments, or short-term needs. Instead of using an entire day, you can simply take the necessary half-day, promote responsible leave usage while support better time and work management.

3.3 Restriction for Applying Leave

The following restrictions are enforced that can prevent you from applying a leave

1. Past Leave Application Not Allowed by Employee

Employees are not permitted to apply for Earned Leave for a past date on their own. If such a need arises, only the reporting manager or HR manager has the authority to submit the request. This ensures accuracy in attendance records and avoids misuse of backdated leave applications, maintaining fairness and proper leave tracking within the system.

2. Deadline for Past Dated Leave: 26th of the Month

If there's a genuine need to apply for a past dated leave, it must be submitted before the **26th of that month**. After this cutoff, the system restricts leave applications for earlier dates. This rule encourages timely submissions and helps maintain a clean and accurate record of leaves taken within each monthly cycle.

3. Mandatory Comment for Earned Leave Application

While applying for Earned Leave, it is mandatory to provide a comment explaining the reason for leave. This comment gives transparency to managers and helps them make informed decisions. It also supports HR in tracking trends, understanding leave patterns, and ensuring that leaves are taken for appropriate reasons as per policy.

4. Monthly Limit of 5 Days of Earned Leave

Employees are allowed to avail a maximum of 5 Earned Leave days in a month. This policy helps in managing workflow, project timelines, and team coordination. It ensures

that long absences do not disrupt productivity and encourages better leave planning by distributing time off evenly across the year.

5. Earned Leave Cannot Be Combined with Sick Leave

Gemini does not allow combining Earned Leave with Sick Leave in a single application. This restriction helps in categorizing leave types clearly and avoids misuse. Sick Leave is generally for health-related emergencies, while Earned Leave is for planned time off. Keeping them separate supports better tracking and transparent reporting.

3.4 Restrictions After Joining

At Gemini Consulting and Services, new employees begin accruing leave from their joining date, with a small portion added to their balance each month. However, they are not allowed to use this leave during the probation period. This restriction ensures that the employee focuses on adapting to the new work environment and that the company has time to assess the new hire's performance.

Though the leave cannot be used during probation, it continues to accumulate in the background. Once the probation period is completed, the employee can start using the earned leave immediately. This system ensures fairness—employees do not lose any leave—but also supports structured onboarding and smoother integration into the company.

3.5 Leave balances at the end of the year

At Gemini Consulting and Services, the official leave year ends on March 31 every year. At that point, the company follows a clear policy regarding the balance of unused earned leaves (EL). If an employee has not used up all their leave, they are allowed to carry forward a maximum of 10 days into the next year. This gives flexibility to use those days later. However, if the employee has more than 10 unused days, any extra leave above 10 days will lapse and cannot be used or encashed.

For example, if an employee has 8 unused EL days, all 8 will be carried forward. But if they have 15 unused days, only 10 will be carried forward and the remaining 5 days will be lost. Additionally, the company does not offer encashment, meaning employees will not receive money for unused leave days.

On the other hand, if an employee ends the year with a negative leave balance (i.e., they used

more leave than they earned), this negative balance will be reset to zero at the start of the new leave year. This allows employees to begin the year afresh, without carrying a deficit.

This policy encourages employees to plan and use their leaves responsibly and promotes fairness and consistency across the company's leave system.

4. Optional Leave (OL)

At Gemini Consulting and Services, Optional Leave (OL), also known as a floating holiday, is a type of paid leave that gives employees the freedom to take time off for personal, religious, or cultural holidays that are not part of the company's fixed holiday list. This policy is designed to respect the diverse backgrounds and beliefs of the employees by allowing them to choose holidays that matter most to them.

Each year, employees can select around 1 to 3 optional leave days from a pre-approved list of regional and religious holidays provided by the company. For instance, if an employee wishes to celebrate a festival that is not a company-declared holiday, they can use optional leave without affecting their other leave balances.

To avail this leave, employees need to submit a request through the company's Leave Management System (LMS), and get it approved by their reporting manager. This ensures proper planning within teams and prevents any disruption in workflow.

Overall, optional leave at Gemini encourages inclusivity, cultural respect, and flexibility, enabling employees to celebrate occasions that are personally meaningful while maintaining a healthy work-life balance.

4.1 Applying for a Leave

1. Employee or Manager Can Apply

At Gemini Consulting and Services, employees have the flexibility to apply for Optional Leave on their own using the official leave management system. If the employee is unable to apply due to system issues or any other reason, their reporting manager is permitted to apply on their behalf. This ensures that important personal, cultural, or religious holidays are not missed and the leave process remains smooth, even in situations where the employee is not available to make the request themselves.

2. Only Full-Day Leave Permitted

When applying for Optional Leave at Gemini, employees are allowed to apply only for a full day off. The system does not permit half-day optional leaves. This is because Optional Leaves are usually taken for special or religious occasions that generally require the full day. It also helps the company maintain better resource planning and scheduling, especially during important business operations, by avoiding short leave durations that could impact work continuity or task delegation within teams.

4.2 Restrictions for applying Optional Leave

1. Past Dated Leave Not Allowed by Employee

Employees are not allowed to apply for Optional Leave for a past date through the system. If there is a valid reason for missing the leave application in advance, only the reporting manager or HR manager has the authority to apply such past dated leave on behalf of the employee. This restriction ensures accuracy in leave records and prevents misuse of the system by applying retroactively without approval or valid justification.

2. Deadline for Past Dated Leave is 25th of the Month

Even if the manager or HR is applying on the employee's behalf, past dated Optional Leave cannot be submitted after the 25th of any month. This cut-off ensures that all leave records are updated before month-end processes like payroll, attendance validation, and reporting. It helps the HR and finance teams to maintain accurate records and finalize monthly employee data without last-minute changes or adjustments to the leave register.

3. Mandatory Comment While Applying

When applying for Optional Leave, the employee must provide a valid comment or reason. This is mandatory for approval. The comment helps the reporting manager and HR understand the purpose of the leave, such as a festival, religious observance, or cultural holiday. It also promotes transparency and ensures that Optional Leave is being used as intended—for personal or religious reasons—and not as a substitute for other types of leave.

4. Optional Leave Not Allowed During Notice Period

Employees who are serving their **notice period** are not eligible to apply for Optional

Leave. This is because during the notice period, leave policies are more restricted to ensure smooth handovers and work completion. Allowing Optional Leave in such cases could disrupt operations or delay transitions. Employees are expected to be fully available during this time unless they are granted approved earned or other leave types under exceptional circumstances.

4.3 Restrictions After Joining

At Gemini Consulting and Services, new employees are allowed to take Optional Leave (OL) right after joining, without any waiting period. This means that as soon as their profile becomes active in the company's Leave Management System, they can apply for optional leave to observe personal, cultural, or religious holidays.

This policy supports new joiners who may have important occasions to observe shortly after starting work. However, while OL is available from day one, certain rules still apply. For example, it can only be taken for full days, a comment must be added while applying, and it cannot be used during the notice period. Also, like other leaves, OL must be approved by the reporting manager.

This approach ensures that employees feel respected and supported from the beginning of their employment while maintaining proper leave management and team coordination.

5. Paternity Leave (PL)

1. 5 Working Days of Paid Leave

Gemini Consulting and Services offers 5 working days of paid paternity leave to male employees. This leave is designed to give fathers the chance to support their spouse and bond with their newborn during the early and critical days following birth. The leave is paid, so the employee's salary will not be affected. It helps reduce stress during this important time and allows the employee to focus on personal responsibilities without worrying about work or financial deductions.

2. Leave Must Be Availed Within 3 Weeks

To ensure timely support at home, the paternity leave must be availed within 21 days (three weeks) from the date the child is born. This rule ensures that the leave is taken during the most needed period when the newborn and the mother require maximum

care and attention. Delaying the use of this leave beyond three weeks will result in the leave benefit being forfeited. Employees are encouraged to plan ahead and inform their reporting managers to ensure smooth team coordination.

3. Leave is Limited to Two Confinements

Paternity leave can only be availed for a maximum of two childbirths during the employee's tenure at Gemini Consulting and Services. This means if the employee has more than two children, paternity leave will only be granted for the first two confinements. This policy ensures equal and fair leave distribution while keeping it within a structured limit. Employees should track their usage accordingly and consult with HR if they are unsure about their eligibility for the leave.

4. Supports Family Time and Work-Life Balance

The paternity leave policy supports a healthy work-life balance by allowing new fathers to be present during a major life event. It encourages male employees to be active participants in early parenting, providing emotional and physical support to their partners. This leave shows the company's commitment to employee well-being and inclusivity. It helps build a family-friendly culture, improves employee morale, and reflects modern values where caregiving responsibilities are shared equally between both parents.

5.1 Applying for a Paternity Leave

1. Employee or Manager Can Apply

At Gemini Consulting and Services, Paternity Leave can be applied for by the employee directly through the leave management system. If the employee is unable to access the system due to urgency or technical issues, the reporting manager can apply on their behalf. This ensures that the employee does not miss the leave benefit and can focus on their family during this important time. Proper documentation or proof of childbirth may be required by HR for processing the leave.

2. Full-Day or Half-Day Leave Allowed

Paternity Leave offers flexibility as employees can apply for either a full day or a half-day, depending on their need. This allows new fathers to plan their time more effectively—whether they need a few full days to support their spouse or just a half-day to manage hospital visits or other arrangements. However, it's encouraged to plan

the leave in advance and coordinate with the reporting manager to ensure smooth workflow and team support during the absence.

5.2 Restriction for Applying Leave

1. Advance Application Required for 1 or More Days

If you are applying for Paternity Leave of 1 day or more, the request must be submitted at least 30 calendar days in advance. This rule ensures proper planning within the team so that your absence can be managed smoothly. The system may also consider whether working days fall within this notice period. While zero working days is the minimum required, the company encourages early applications for better coordination and smoother approval processes with the reporting manager and HR.

2. Past-Dated Leave Cannot Be Applied by Employee

Employees are not permitted to apply for backdated Paternity Leave through the system. If a situation arises where the leave wasn't applied on time, only the manager or HR manager has the authority to submit the leave request for a past date. This restriction maintains leave transparency and prevents misuse. It also ensures that leave records stay accurate for payroll and compliance purposes, especially since Paternity Leave is a sensitive and time-bound benefit.

3. Mandatory Comment Required

While applying for Paternity Leave, the employee is required to add a comment in the leave request. This comment should briefly explain the reason for the leave typically mentioning the childbirth date or related family need. The purpose is to provide clarity to the approving manager and HR team and to maintain proper documentation. Without a comment, the leave request may be rejected or sent back for revision, which could delay the approval process unnecessarily.

4. Document Proof Required if Leave Exceeds Zero Days

If the requested Paternity Leave exceeds 0 calendar days (i.e., for any actual leave taken), the system will ask for supporting document proof. This usually includes the child's birth certificate or hospital discharge summary. The document serves as verification for HR and ensures the leave is granted fairly and based on valid grounds. Submitting proof on time will help process your leave without delays or rejections from the manager or HR.

5. Cannot Be Taken During Notice Period

Employees are not allowed to apply for Paternity Leave while serving their notice period. This is because the notice period is meant for handover, completion of assigned tasks, and exit formalities. Allowing paternity leave during this time could disrupt important work transitions. If childbirth occurs during the notice period, employees may need to speak directly with HR to explore alternative options or make special arrangements under exceptional circumstances.

5.3 Restrictions After Joining

At Gemini Consulting and Services, new male employees can apply for Paternity Leave from the very first day of joining—there is no waiting or probation period for this benefit. This policy is especially helpful for new hires who may have personal responsibilities related to childbirth shortly after starting their job.

To avail this leave, employees must meet basic eligibility criteria and follow standard procedures. This includes submitting the leave request in advance, adding a valid comment, and providing supporting documents such as a birth certificate if required. The leave system accepts the application as long as these steps are completed properly.

This approach ensures that new fathers can take time off when needed, regardless of their tenure. It reflects the company's family-friendly values and commitment to supporting employees during important life events from day one.

6. SICK LEAVE (SL)

Sick Leave is a type of paid leave granted to employees when they are unwell, injured, or medically unfit to work. It is designed to allow employees to recover from illness without worrying about loss of pay or job security. This leave ensures that the employee gets proper rest and medical care and does not spread infection in the workplace by working while sick.

6.1 Sick Leave Accrual Policy

At Gemini Consulting and Services, employees get 6 days of Sick Leave per year, but it is not credited monthly. Instead, the full 6-day balance is credited once a year on April 1st.

If someone joins mid-year, their Sick Leave is prorated based on their joining date. While planning leave, employees must note that the system only checks the current available balance

at the time of application—not future credits.

For example, if you apply for leave in March for a date in April, the system will still check your March balance. If there's not enough leave, the request may be rejected or unpaid.

This system helps ensure fairness and encourages employees to plan their leaves responsibly.

6.2 Applying Sick Leave

At Gemini Consulting and Services, applying for Sick Leave is made simple and supportive of employee well-being. Employees can apply directly through the KEKA application, choosing the Sick Leave type, selecting dates, and submitting it to their manager for approval.

If the employee is too unwell to apply themselves, the manager can apply on their behalf, ensuring the leave is recorded correctly. This helps during emergencies and avoids any attendance issues.

Sick Leave can be taken as full-day or half-day, depending on the situation. For instance, if someone needs only a few hours off for a medical appointment, they can request a half-day leave.

Employees should also mention a brief reason or comment while applying. If the Sick Leave lasts more than 2–3 days, a medical certificate may be required for verification and record-keeping.

This system ensures flexibility for the employee while also helping managers plan workloads effectively.

6.3 Restrictions for Applying Sick Leave

1. Past-Dated Leave Cannot Be Applied by Employee

Employees are not allowed to apply for Sick Leave for past dates directly in the system. If the employee was too unwell to apply on time, only the manager or HR can submit the past-dated leave request. This rule ensures accurate leave records and avoids misuse. It helps maintain clarity in payroll processing and ensures that leave applications reflect real-time situations. Employees should inform their managers at the earliest if they miss applying due to health issues.

2. **No Past-Dated Leave After 26th of the Month**

Even when the manager or HR applies for past leave on behalf of the employee, the system will not accept backdated leave applications after the 26th of the month. This restriction is in place to help finalize monthly attendance and payroll reports. It ensures that there are no last-minute changes or confusion related to leave balances. Employees are advised to communicate leave details early in the month if they expect a delay in applying.

3. **Comment is Mandatory While Applying Sick Leave**

When applying for Sick Leave, the employee must enter a **short comment** explaining the reason for leave. This may include terms like “fever,” “cold,” “medical appointment,” etc. The comment helps the approving manager and HR understand the situation better and supports transparency in leave management. Without a comment, the leave request may be rejected or returned for revision, causing delays in processing and approval.

4. **Medical Proof Required for More Than 3 Days**

If an employee applies for Sick Leave for more than 3 calendar days, they must upload a valid medical certificate or doctor’s note. This document serves as evidence of illness and ensures the leave is genuine. It helps HR maintain proper records and avoids any confusion regarding extended absences. Failure to submit proof may lead to the leave being marked as unpaid or rejected. It is important to attach the document during application or submit it soon after.

5. **Leave Not Allowed During Notice Period**

If an employee applies for Sick Leave for more than 3 calendar days, they must upload a valid medical certificate or doctor’s note. This document serves as evidence of illness and ensures the leave is genuine. It helps HR maintain proper records and avoids any confusion regarding extended absences. Failure to submit proof may lead to the leave being marked as unpaid or rejected. It is important to attach the document during application or submit it soon after.

6. **Maximum 3 Sick Leave Days Allowed per Month**

Employees can avail a maximum of 3 Sick Leave days per month under this policy. This limit helps maintain work continuity and prevents frequent absenteeism. If more leave is required due to genuine illness, the employee must submit proper proof or request alternate leave types. The system automatically restricts applications beyond the monthly limit.

Employees must plan accordingly and stay in touch with HR or the manager if health conditions require extended rest.

7. Sick Leave Cannot Be Combined with EL or CL

Sick Leave **cannot be taken along with Earned Leave (EL) or Casual Leave (CL)**. This means you cannot club different leave types in the same request period. The rule ensures clear tracking of reasons for absence and avoids confusion in recordkeeping. If the employee needs different types of leave, they must apply for them separately and follow the respective rules. Combining Sick Leave with other leave types is not permitted by the system or the HR policy.

6.4 Restrictions After Joining

At Gemini Consulting and Services, new employees can start using Sick Leave immediately after completing their probation period, with no waiting time. Although Sick Leave may begin to accrue from the joining date, it cannot be used during the probation period, even if a balance shows in the account.

This policy ensures that employees complete their initial evaluation period before getting full access to leave benefits. In case of a genuine medical emergency during probation, special approval may be required from HR or the reporting manager.

After probation ends, all accrued Sick Leave becomes usable, and employees can apply through the system following regular procedures.

6.5 Sick Leave Balance Policy at the End of the Year (March 2026)

At Gemini Consulting and Services, the leave calendar runs from April 1, 2025, to March 31, 2026. At the end of this cycle, any unused Sick Leave balance will expire. This means if you don't use your Sick Leave by March 31, 2026, the remaining days will not be carried forward to the next year.

The leave system will reset the Sick Leave balance to zero, and a new yearly quota will be credited from April 1, 2026, based on the company's leave plan. If you've taken more Sick Leave than allotted (leading to a negative balance), that too will be nullified at year-end. The leave ledger is cleared for a fresh start in the next leave year.

This policy encourages employees to use their leave on time and supports transparent and consistent tracking across the company.

7. UNPAID LEAVE (LOSS OF PAY LEAVE)

Unpaid Leave (Loss of Pay Leave) at Gemini Consulting and Services is taken when an employee needs time off but has exhausted all paid leave balances like Sick Leave, Casual Leave, Earned Leave, or Comp Off.

It is allowed for valid reasons such as illness, family needs, emergencies, or personal travel, but it must be approved in advance by HR or the reporting manager. In emergencies, post-leave intimation may be accepted.

The number of LOP days taken is deducted from the employee's salary based on their monthly pay. Frequent LOPs may impact appraisals, promotions, and performance ratings. Employees are advised to use paid leave first and take LOP only when necessary and with proper communication.

7.1 Applying Unpaid Leave (Loss of Pay Leave)

1. Employee or Manager Can Apply

Leave can be applied directly by the employee through the company's leave management system. If the employee is unable to access the system due to an emergency or illness, the reporting manager is permitted to apply on the employee's behalf. This ensures that the leave is properly recorded and not treated as unapproved. The system captures the request, reason, and duration, and sends it for managerial approval. This provides flexibility during urgent personal matters or unforeseen situations.

2. Full-Day or Half-Day Leave Allowed

The company offers flexibility in how Unpaid Leave is taken—either as a full day or half-day. If you need to step away for only part of the day (for example, a hospital visits or personal appointment), you can choose to apply for a half-day LOP. This option allows employees to manage their personal responsibilities without using an entire day of leave. It also helps minimize the impact of absence on the team and work commitments.

7.2 Restrictions for applying Unpaid Leave (Loss of Pay Leave)

1. Past-Dated Leave Cannot Be Applied by Employee

Employees are not allowed to apply for Unpaid Leave for past dates on their own. This restriction ensures accurate and transparent leave records. If you missed applying for leave due to an emergency or illness, your manager or HR can submit the past-dated leave request on your behalf. This process helps maintain discipline in attendance and payroll systems, while still allowing room for flexibility in case of genuine, unavoidable circumstances.

2. Mandatory Comment is Required

When applying for Unpaid Leave, you are required to provide a comment or reason for your absence. This is necessary for the manager or HR team to understand the situation and approve the leave request appropriately. A simple explanation like “personal emergency,” “family issue,” or “extended recovery” is acceptable. Without a comment, the leave application may be rejected or delayed. This rule ensures all leave records have context, supporting fair approval and clear communication between employees and management.

7.3 Restrictions after Joining” for Unpaid Leave (Loss of Pay Leave)

At Gemini Consulting and Services, employees can apply for Unpaid Leave (Loss of Pay Leave) from Day 1 of joining. There is no probation period or waiting time required to use this leave type. This allows new employees to manage emergencies or urgent personal matters even if they haven’t accrued any paid leave yet.

However, proper procedures must be followed—either by applying through the system or informing the manager. While it's flexible, taking multiple LOP days can lead to salary deductions and may impact attendance records, so it's advised to use it only when truly needed.

CHAPTER – 4

DATA ANALYSIS & INTERPRETATION

DATA ANALYSIS & INTERPRETATION

Table - 4.1

Designation	Frequency	Percentage
Admin Executive	2	7%
Advisory Principal Consultant	2	7%
Associate Bid Manager	2	6%
Associate Consultant	6	19%
Associate Software Engineer	4	13%
GM Sales	3	10%
Lead Manager	1	3%
Principal Consultant	1	3%
Software Engineer	8	26%
UI/UX Developer	2	6%
Total	31	100%

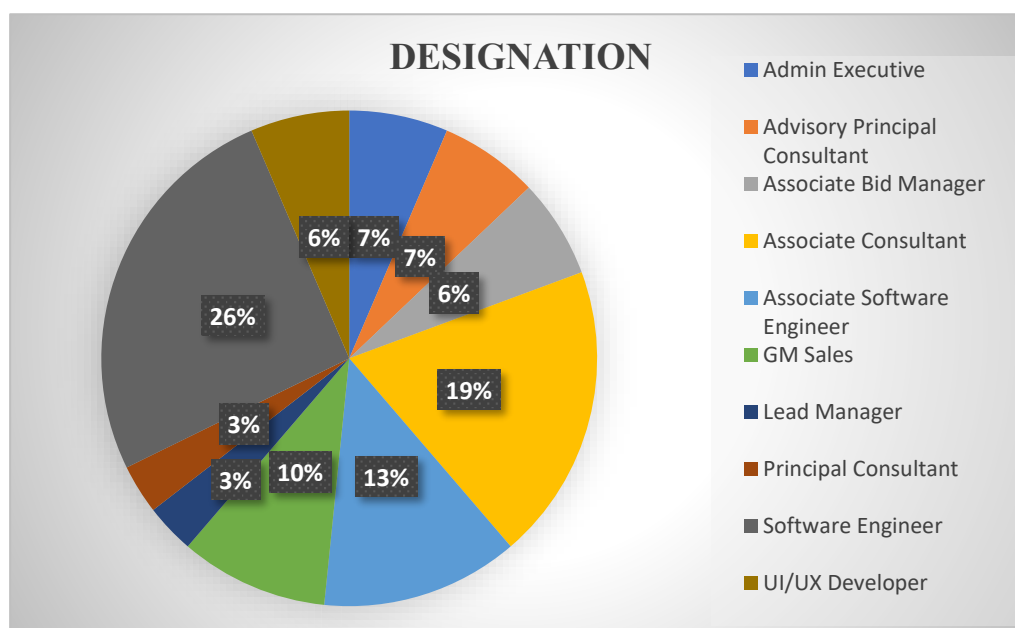


Figure - 4.1

Interpretation:

Figure 4.1 shows most employees are Software Engineers (26%) and Associate Consultants (19%), with fewer in senior and niche roles. This indicates a workforce mainly focused on technical and consulting positions.

Table – 4.2

Experience	Frequency	Percentage
0-5	12	39%
5-10	10	32%
10-15	7	23%
15-20	1	3%
20-25	1	3%
Total	31	100%

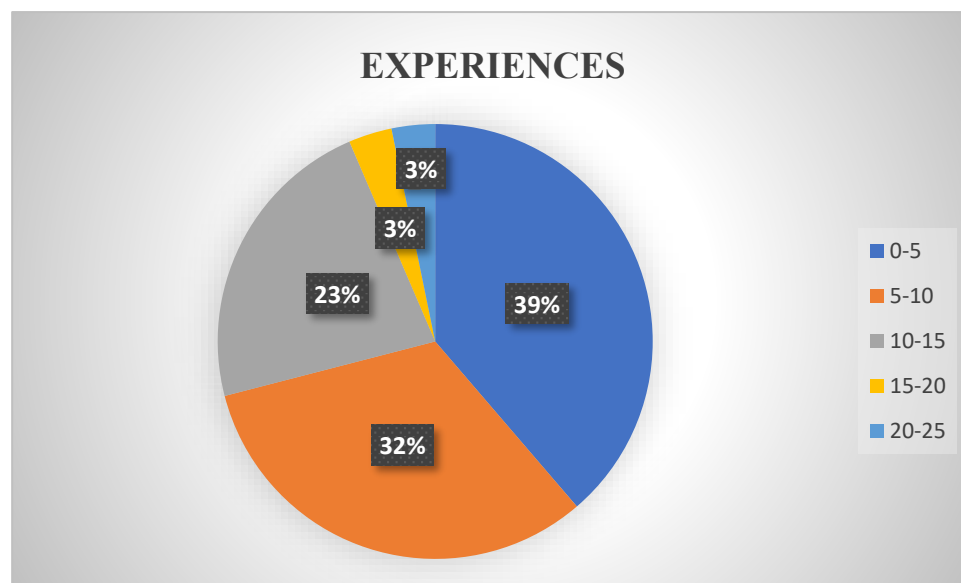


Figure – 4.2

Interpretation:

Figure 4.2 shows that most employees have 0–5 years of experience (39%), followed by 5–10 years (32%) and 10–15 years (23%), indicating a young and mid-level workforce. Very few employees fall in the higher experience ranges of 15–20 years (3%) and 20–25 years (3%), showing limited senior-level presence. Overall, the organization has a predominantly early-career workforce with fewer highly experienced professionals.

Table - 4.3

Age	Frequency	Percentage
20-30	16	51%
30-40	12	39%
40-50	3	10%
Total	31	100%

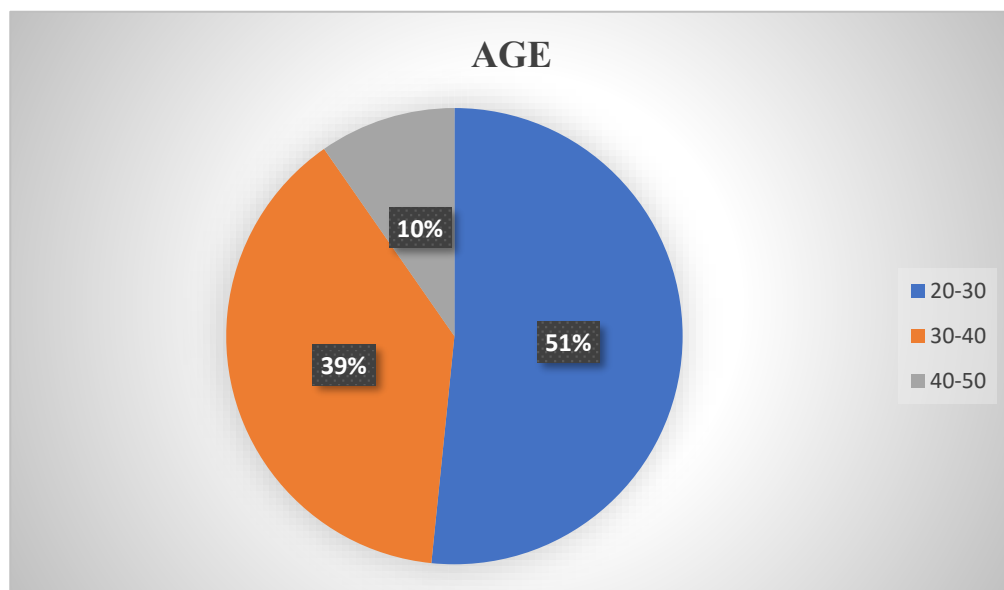


Figure - 4.3

Interpretation:

Figure 4.3 shows that the majority of employees are in the 20–30 age group (51%), followed by 30–40 years (39%), while only 10% fall in the 40–50 years category. This indicates that the organization has a young workforce, with most employees in the early stages of their careers and fewer in senior age brackets.

Table – 4.4

Gender	Frequency	Percentage
Male	18	58%
Female	13	42%
Total	31	100%

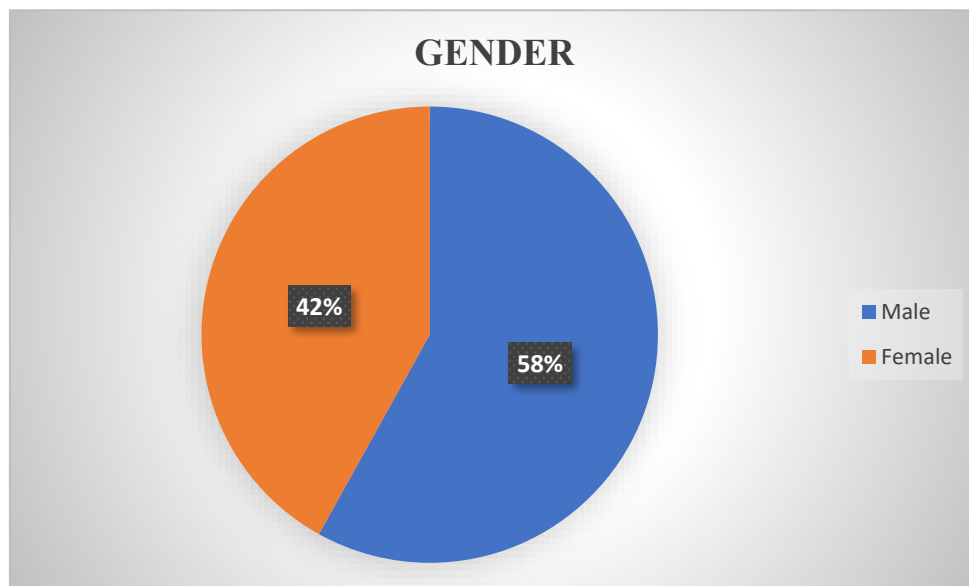


Figure – 4.4

Interpretation:

Figure 4.4 shows that the workforce consists of 58% male employees and 42% female employees. This indicates a male-dominated workforce, though the female representation is also significant, reflecting a fair level of gender diversity in the organization.

Table – 4.5

Anova: Single Factor				
SUMMARY				
<i>Groups</i>	<i>Count</i>	<i>Sum</i>	<i>Average</i>	<i>Variance</i>
1	20	91	4.55	0.365789
4	20	88	4.4	0.357895
2	20	95	4.75	0.197368
4	20	89	4.45	0.681579
8	20	89	4.45	0.260526
4	20	88	4.4	0.357895
4	20	95	4.75	0.197368
10	20	91	4.55	0.260526
3	20	94	4.7	0.326316
2	20	97	4.85	0.134211
10	20	89	4.45	0.260526
6	20	94	4.7	0.221053
6	20	90	4.5	0.263158
6	20	72	3.6	0.463158
1	20	86	4.3	0.326316
7	20	83	4.15	0.239474
3	20	100	5	0
4	20	89	4.45	0.260526
9	20	93	4.65	0.239474
9	20	84	4.2	0.168421
9	20	75	3.75	1.144737
9	20	77	3.85	0.871053
9	20	80	4	0
9	20	81	4.05	0.05
5	20	80	4	0.315789
9	20	80	4	0
5	20	88	4.4	0.252632
5	20	71	3.55	0.471053
5	20	73	3.65	1.292105
9	20	83	4.15	0.134211
4	20	96	4.8	0.168421

Table - 4.6

ANOVA						
<i>Source of Variation</i>	<i>SS</i>	<i>df</i>	<i>MS</i>	<i>F</i>	<i>P-value</i>	<i>F crit</i>
Between Groups	90.4871	30	3.016237	9.094258	1.41E-32	1.4786
Within Groups	195.35	589	0.331664			
Total	285.8371	619				

Interpretation: The above Anova shows the difference of opinions among various age groups. The p value (1.41E-32) < 0.05. hence, we are failed to accept the null hypothesis and accept the alternate hypothesis i.e. there is significant difference among the opinion of various age groups.

Table – 4.7

Anova: Single Factor				
SUMMARY				
<i>Groups</i>	<i>Count</i>	<i>Sum</i>	<i>Average</i>	<i>Variance</i>
2	20	91	4.55	0.365789
2	20	88	4.4	0.357895
3	20	95	4.75	0.197368
1	20	89	4.45	0.681579
3	20	89	4.45	0.260526
2	20	88	4.4	0.357895
1	20	95	4.75	0.197368
3	20	91	4.55	0.260526
2	20	94	4.7	0.326316
5	20	97	4.85	0.134211
2	20	89	4.45	0.260526
3	20	94	4.7	0.221053
3	20	90	4.5	0.263158
3	20	72	3.6	0.463158
2	20	86	4.3	0.326316
3	20	83	4.15	0.239474
4	20	100	5	0
1	20	89	4.45	0.260526
2	20	93	4.65	0.239474
1	20	84	4.2	0.168421
1	20	75	3.75	1.144737
1	20	77	3.85	0.871053
2	20	80	4	0
2	20	81	4.05	0.05
1	20	80	4	0.315789
1	20	80	4	0
1	20	88	4.4	0.252632
1	20	71	3.55	0.471053
1	20	73	3.65	1.292105
2	20	83	4.15	0.134211
1	20	96	4.8	0.168421

Table 4.8

ANOVA						
<i>Source of Variation</i>	<i>SS</i>	<i>df</i>	<i>MS</i>	<i>F</i>	<i>P-value</i>	<i>F crit</i>
Between Groups	90.4871	30	3.016237	9.094258	1.41E-32	1.4786
Within Groups	195.35	589	0.331664			
Total	285.8371	619				

Interpretation: The above Anova shows the difference of opinions among various age groups. The p value (1.41E-32) < 0.05. hence, we are failed to accept the null hypothesis and accept the alternate hypothesis i.e. there is significant difference among the opinion of various age groups.

Table- 4.9

Anova: Single Factor				
SUMMARY				
<i>Groups</i>	<i>Count</i>	<i>Sum</i>	<i>Average</i>	<i>Variance</i>
1	20	91	4.55	0.365789
1	20	88	4.4	0.357895
3	20	95	4.75	0.197368
1	20	89	4.45	0.681579
2	20	89	4.45	0.260526
1	20	88	4.4	0.357895
1	20	95	4.75	0.197368
3	20	91	4.55	0.260526
2	20	94	4.7	0.326316
3	20	97	4.85	0.134211
2	20	89	4.45	0.260526
2	20	94	4.7	0.221053
2	20	90	4.5	0.263158
2	20	72	3.6	0.463158
2	20	86	4.3	0.326316
2	20	83	4.15	0.239474
2	20	100	5	0
1	20	89	4.45	0.260526
1	20	93	4.65	0.239474
1	20	84	4.2	0.168421
2	20	75	3.75	1.144737
1	20	77	3.85	0.871053
1	20	80	4	0
1	20	81	4.05	0.05
1	20	80	4	0.315789
1	20	80	4	0
1	20	88	4.4	0.252632
1	20	71	3.55	0.471053
1	20	73	3.65	1.292105
2	20	83	4.15	0.134211
2	20	96	4.8	0.168421

Table – 4.10

ANOVA						
<i>Source of Variation</i>	<i>SS</i>	<i>df</i>	<i>MS</i>	<i>F</i>	<i>P-value</i>	<i>F crit</i>
Between Groups	90.4871	30	3.016237	9.094258	1.41E-32	1.4786
Within Groups	195.35	589	0.331664			
Total	285.8371	619				

Interpretation: The above Anova shows the difference of opinions among various age groups. The p value (1.41E-32) < 0.05. hence, we are failed to accept the null hypothesis and accept the alternate hypothesis i.e. there is significant difference among the opinion of various age groups.

RELIABILITY:

Case Processing Summary

		N	%
Cases	Valid	31	100.0
	Excluded	0	.0
	Total	31	100.0

- a. Listwise deletion based on all variables in the procedure.

Reliability Statistics

Cronbach's Alpha	N of Items
.890	20

The above table reflects the reliability of the questionnaire of 20 items. As the Cronbach's alpha value is .890 which is above .7. hence it shows that the questionnaire is reliable.

CHAPTER- 5

FINDINGS

1. ANOVA Results

- The p-value ($1.41\text{E-}32$) is far below the significance level of 0.05.
- The F-value (9.094) is greater than the F-critical (1.4786).
- This means we reject the null hypothesis (H_0) which stated that there is no difference in opinions among the age groups.
- Therefore, there is a significant difference in opinions among various age groups. This indicates that respondents' views are not uniform and vary depending on their group.

2. Reliability Results

- The **Cronbach's Alpha = 0.890** for 20 items.
- Since this value is much higher than the acceptable limit of 0.7, it shows that the questionnaire has high internal consistency and reliability.
- This means the items included in the survey were well-structured and measured the intended construct reliably.

3. Overall Findings

- The statistical tests confirm that:
 1. Opinions differ across different age groups, showing diversity in responses.
 2. The questionnaire is highly reliable, meaning the collected data is trustworthy for further analysis.

Final Statement: The ANOVA results reveal that there are significant opinion differences among age groups, while the high Cronbach's Alpha value confirms that the questionnaire used is reliable and consistent.

SUGGESTION

Significant differences among the various designation, experiences, age groups, arise a need to introduce flexible and need based leave system to certain extent. Such dynamic leave policy can be executed ensuring appropriate compliance and strategies decisions of the management. Gemini Consulting and Services' Leave Management System (LMS), several improvements can be implemented based on employee feedback and study findings. Introducing additional leave types, such as mental health or wellness days, would cater to evolving employee needs

CONCLUSION

Gemini Consulting and Services' Leave Management System, powered by KEKA HRMS, is a robust and employee-centric platform that excels in automating leave processes, as reflected in the 90–93% employee approval ratings for its transparency, fairness, and ease of use. By offering a comprehensive range of leave types—Casual, Earned, Sick, Paternity, Optional, Compensatory Off, and Unpaid—the system effectively supports diverse employee needs while promoting work-life balance and a positive workplace culture. The ANOVA analysis ($p\text{-value} = 1.41\text{E-}32$) highlights significant differences in opinions across age groups, providing valuable insights for tailored enhancements, while the high Cronbach's Alpha (0.890) confirms the survey's reliability. Seamless integration with payroll and attendance, real-time leave tracking, and customized reporting further enhance operational efficiency and compliance. However, incorporating additional leave types, simplifying documentation, and enabling limited probationary leave could elevate the system's impact. Gemini's LMS stands as a testament to the company's commitment to innovative, transparent, and employee-focused HR practices, setting a benchmark for digital-first workforce management.

CHAPTER-6

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- ❖ <https://www.gemini-us.com/industries>
- ❖ <https://www.scribd.com/>
- ❖ Leave Policy Hand book

ANNEXTURE

Questionnaire:

1. I regularly review and stay updated on leave policy changes.
2. The employee handbook provides comprehensive leave policy information.
3. The organization offers a comprehensive range of leave types.
4. The leave approval process is transparent
5. My annual leave entitlement is adequate for my needs.
6. Personal/emergency leave options meet my family obligations.
7. Maternity/paternity leave provisions are generous and supportive.
8. The advance notice requirements for leave are reasonable and fair.
9. The approval hierarchy for leave requests is appropriate.
10. The documentation required for leave applications is reasonable.
11. Leave approvals are processed in a timely manner.
12. All employees receive equal treatment in leave approval decisions.
13. Leave policies are applied fairly and consistently across all employees.
14. There is no pressure or discrimination against employees who use leave.
15. Differences in leave entitlements based on seniority are justified.
16. I am satisfied with the organization's current leave policies overall.
17. Leave policies positively influence my job satisfaction.
18. The leave policies meet my personal and family needs effectively.
19. Leave policies contribute to a positive workplace culture
20. I would recommend this organization to others based on our leave policies.