

## **INNOVIX HR LEAVE POLICY 2026**

1. **Casual Leave (CL):** Employees are entitled to 12 days of CL per year.
2. **Sick Leave (SL):** 10 days of paid sick leave. Medical certificate required for >2 days.
3. **Remote Work:** Employees can work from home 2 days a week with manager approval.
4. **Maternity Leave:** 26 weeks of paid leave.