

Leave Policy

1. Sick Leave:

- ☐
- ☐ 2 consecutive sick leaves
- ☐
- ☐

2. Paid Leave:

- ☐
- ☐
- ☐

3. Casual Leave:

- ☐
- ☐
- ☐

4. Paternity & Maternity Leave:

- ☐
- ☐

5. Leave Carry Forward & Expiry:

- ☐
- ☐

6. Compliance & Disciplinary Action:

- ☐
- ☐