Effective [Date], there is a revision to our Earned Leave (EL) policy. Previously, employees accrued 5 days of leave at the start of each quarter, totaling a maximum of 20 days per year. However, the updated policy now entails a monthly accrual of 1.5 days, with a new maximum annual limit of 18 days. This change aims to provide employees with more frequent opportunities for leave, fostering a healthier work-life balance. The updated policy details will be made available on the internal platform, and any inquiries can be directed to the HR department.

Accumulation / Carry Forward (Policy Update): Employees can still carry forward up to 10 unutilized ELs to the next financial year, but the recent update cancels the en-cashment option for any excess leave days beyond this limit. Please adjust the policy documentation accordingly.

Sick & Casual Leave Update: Affine's Sick & Casual Leave policy has transitioned from an annual grant of 6 days to a monthly allocation of 1 day for employees. Please adjust the policy documentation accordingly.

Caregiver Leave Update: The duration for Caregiver Leave, previously ten (10) working days, has been adjusted to eight (8) days in the event of the death of an immediate family member. Update the policy documentation accordingly.