

Leaves Policies

Kingsmen Real Estate ensures employees have access to various types of leave to balance professional and personal commitments. During the probationary period, only sick leave is permitted, requiring valid medical documentation. Post-probation, employees are entitled to three types of leave annually: 12 days of sick leave, 10 days of casual leave, and 12 days of earned leave. Sick leave must be supported by medical certificates for absences exceeding two days in a month. Casual leave is non-carry-over-able and intended for short-term, urgent needs. Earned leave accrues at one day per month and can be carried forward with limits set by the company. Public holidays are observed as per Karnataka state regulations. Employees must provide at least seven business days' notice for planned leaves exceeding two consecutive days and prior intimation for unplanned absences. Excessive or unauthorized leave results in salary deductions or disciplinary action. Emergency leaves are considered on a case-by-case basis. This policy emphasizes fairness and adherence to labor laws.



Signature



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