

# LEAVE POLICY 2024

## 1. General Principles

Applies to all confirmed employees. Leave year is Jan-Dec.

All leaves must be applied for on the HR portal.

## 2. Types of Leave

### 2.1 Casual Leave (CL)

- Entitlement: 12 days per annum.
- Purpose: Personal urgent work or short downtime.
- Pro-rata for new joinees.
- Max duration: 3 days at a time.
- Lapses at year-end (no carry forward).

### 2.2 Sick Leave (SL)

- Entitlement: 10 days per annum.
- Purpose: Medical recovery.
- Medical Certificate required for absence > 2 days.
- Lapses at year-end.

### 2.3 Earned Leave (EL) / Privilege Leave

- Entitlement: 15 days per annum (approx 1.25 per month).
- Eligibility: After probation period.
- Purpose: Planned vacations. Apply 2 weeks in advance.
- Carry Forward: Up to 45 days.
- Encashment: Allowed only at time of exit.

## 3. Holidays

Total 10 paid public holidays per year as per the published calendar.

## 4. Unpaid Leave (LOP)

Leaves taken beyond entitlement will be treated as Loss of Pay.