

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 joiners.
- 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.