

1. Annual leave: 21 days per year.
2. Sick leave: up to 10 days per year.
3. Emergency leave: up to 5 days per year.
4. All leaves require manager approval.
5. Public holidays follow the official calendar.
6. Unused leave can be carried over to next year up to 10 days.
7. Leave requests must be submitted at least 2 weeks in advance.
8. Compassionate leave up to 3 days can be granted.
9. Leave balance is available on the HR portal.
10. Annual leave approval is subject to team workload.