

Purpose:

This document outlines the rules and guidelines for applying for and managing employee leave at TeamSync.

1. Types of Leave

- **Annual Leave (Paid Leave):**
Full-time employees get 15 days of paid annual leave per calendar year. Unused leave can be carried forward for up to 5 days.
 - **Sick Leave:**
Employees are entitled to 10 days of paid sick leave each year. A medical certificate is required if sick leave exceeds 2 consecutive days.
 - **Maternity / Paternity Leave:**
Female employees are eligible for 26 weeks of maternity leave as per company policy. Male employees are entitled to 10 days of paternity leave.
 - **Casual Leave:**
Employees can take up to 5 casual leave days per year for personal reasons.
 - **Unpaid Leave:**
Employees who have exhausted their paid leave can request unpaid leave, subject to manager and HR approval.
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2. Leave Application Process

1. Submit a leave request using the TeamSync app under **Forms** → **Leave Request**.
 2. Mention start and end dates, leave type, and reason.
 3. Your manager will review and approve or decline within **3 working days**.
 4. HR will update the employee records upon approval.
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3. Documentation Requirements

- Sick leave beyond 2 days requires a doctor's note.
 - Maternity/paternity leave requests must include official documentation.
 - Unpaid leave requires written justification and approval.
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4. Carry Forward and Encashment

- Unused annual leave up to 5 days can be carried over to the next calendar year.
 - Leave beyond the carryover limit will lapse automatically.
 - Upon resignation or termination, remaining paid leave will be encashed as per company rules.
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5. Leave Rejection Policy

- Leave may be rejected due to project deadlines, resource unavailability, or incomplete information.
 - Employees will receive a reason for rejection and can reapply with modifications.
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6. Emergency Leave

- In case of emergencies, employees must inform their reporting manager as soon as possible.
 - Emergency leave can be granted for medical or family reasons at the manager's discretion.
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7. Public Holidays

- All public holidays are declared at the beginning of the calendar year by HR.

- If employees are required to work on a public holiday, they are eligible for compensatory off or extra pay.

8. Contact Information

For any queries related to leave, please contact:

HR Department – hr@teamsync.com