

LEAVE POLICY

1. Purpose

This Leave Policy outlines the types of leave available to employees of the Company and the procedures for availing them. The policy aims to ensure employee well-being while maintaining smooth business operations.

2. Scope

This policy applies to all full-time employees of the Company working in India. Contractual or temporary employees will be governed by the terms specified in their respective contracts.

3. Types of Leave

3.1 Casual Leave (CL)

- Employees are entitled to **12 days of Casual Leave per calendar year**.
- Casual Leave is intended for personal matters or short-term absences.
- CL cannot be carried forward or encashed.

3.2 Sick Leave (SL)

- Employees are entitled to **12 days of Sick Leave per calendar year**.
- Sick Leave may be used for illness or medical emergencies.
- For absences exceeding two consecutive days, the Company may request a medical certificate.
- Unused Sick Leave cannot be encashed but may be carried forward up to **24 days**.

3.3 Earned / Privilege Leave (EL / PL)

- Employees earn **18 days of Earned Leave per year**, accrued monthly.
- Earned Leave can be carried forward up to a maximum of **45 days**.
- Earned Leave is eligible for encashment at the time of separation, as per applicable laws.

3.4 Maternity Leave

- Female employees are entitled to maternity leave in accordance with the **Maternity Benefit Act, 1961**, currently **26 weeks** for eligible employees.

3.5 Paternity Leave

- Male employees are entitled to **5 working days of paternity leave** to be availed within three months of childbirth.

3.6 Compensatory Off (Comp-Off)

- Comp-Off may be granted for work performed on holidays or weekends with prior managerial approval.
- Comp-Off must be availed within **60 days** from the date it is earned.

3.7 Leave Without Pay (LWP)

- Leave Without Pay may be granted at the discretion of the Company when all other leave balances are exhausted.

4. Holidays

The Company will observe national and regional holidays as notified at the beginning of each calendar year.

5. Leave Application Process

- All leave requests must be applied through the designated HR or leave management system.
- Except in emergencies, leave should be applied at least **two working days in advance**.
- Leave approval is subject to managerial discretion and business requirements.

6. Leave During Notice Period

- Earned Leave may be adjusted against the notice period at the discretion of the Company.
- Casual and Sick Leave are generally not permitted during the notice period.

7. Policy Compliance

Misuse of leave or falsification of records may lead to disciplinary action as per Company policy.

8. Yearly Leave Calendar

The Company will publish a Yearly Leave Calendar at the beginning of each calendar year. This calendar outlines declared holidays and helps employees plan their leave in advance.

8.1 Structure of the Leave Calendar

The yearly leave calendar will typically include:

- National Holidays - State / Regional Holidays (as applicable)
- Company-declared holidays

8.2 Illustrative Yearly Leave Calendar (Sample)

Month	Holiday	Date	Day
January	New Year's Day	01 Jan	Wednesday

Month	Holiday	Date	Day
January	Republic Day	26 Jan	Sunday
March	Holi	TBD	TBD
April	Good Friday	TBD	TBD
May	Labour Day	01 May	Thursday
August	Independence Day	15 Aug	Friday
October	Gandhi Jayanti	02 Oct	Thursday
October	Dussehra	TBD	TBD
November	Diwali	TBD	TBD
December	Christmas	25 Dec	Thursday

Note: Dates marked as TBD will be finalized and communicated annually based on the official holiday calendar and state-specific notifications.

8.3 Weekly Offs

- The Company observes **Saturday and Sunday as weekly offs**, unless business requirements specify otherwise for certain roles.

8.4 Changes to Leave Calendar

- The Company reserves the right to modify the leave calendar due to business needs or government notifications.
- Any changes will be communicated to employees in advance.

9. Policy Review

The Company reserves the right to amend or modify this policy at any time in compliance with applicable laws.

This policy is effective from the date of issue and supersedes all previous leave-related guidelines.