

# **Leave Policy**

## **1. Introduction**

This policy outlines the types of leaves available to employees and the procedures for availing them.

## **2. Types of Leaves**

Employees are entitled to various types of leaves including: Annual Leave (18 days), Sick Leave (12 days), and Casual Leave (6 days).

## **3. Maternity & Paternity Leave**

Female employees are entitled to 26 weeks of maternity leave. Male employees can avail 10 days of paternity leave.

## **4. Leave Accrual**

Annual and Sick Leaves are accrued monthly. Unused leaves can be carried forward to the next calendar year.

## **5. Leave Application Process**

Leaves must be applied at least 3 days in advance on the HRMS platform, except in case of emergencies.