

Company Leave Policy Document

Version 1.0

Effective Date: January 1, 2024

1. Overview

This document outlines the official leave policies of the company. All employees are expected to follow these guidelines. Leave approvals are subject to managerial discretion and company workload.

2. Types of Leave

2.1 Paid Leave

- Employees are entitled to **24 days of paid leave per calendar year**.
 - Paid leave can be availed after completion of **3 months of employment**.
 - Unused paid leave can be carried forward up to **12 days** to the next year.
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2.2 Sick Leave

- Employees are granted **12 days of sick leave per year**.
 - Sick leave does not require prior approval but must be reported on the same day.
 - Medical certificates are mandatory for sick leave exceeding **2 consecutive days**.
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2.3 Casual Leave

- Employees are allowed **6 days of casual leave annually**.
- Casual leave cannot be carried forward.

- Casual leave must be applied at least **1 day in advance**.
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3. Work From Home Policy

- Employees may work from home for up to **2 days per week**.
 - Work from home requires manager approval.
 - Extended remote work beyond one month must be approved by HR.
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4. Leave Without Pay (LWP)

- Leave without pay may be granted if paid leave balance is exhausted.
 - LWP approvals depend on business requirements.
 - Salary deductions will apply for LWP days.
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5. Public Holidays

- The company observes **10 public holidays** annually.
 - The holiday list is published at the beginning of each year.
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6. Misuse of Leave

- Any misuse of leave policies may result in disciplinary action.
 - Providing false information for sick leave is considered misconduct.
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7. Policy Exceptions

- Management reserves the right to amend or override policies in exceptional circumstances.
 - All exceptions must be documented and approved by HR.
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8. Contact

For any questions regarding leave policies, employees may contact the **HR Department**.