

HR Policies and Leave Framework

1. Casual Leave Policy

Employees are entitled to 12 casual leaves per calendar year.

Casual leave may be used for personal or family matters.

Unused casual leave cannot be carried forward to the next year.

Rule	Description
Eligibility	All full-time employees
Approval	Reporting manager approval required
Carry Forward	Not permitted

2. Sick Leave Policy

Employees are entitled to 10 sick leaves per year.

Medical certificate is required if sick leave exceeds 2 consecutive days.