

Rithesh AI Pvt Ltd - Official Leave & Time Off Policy

1. Purpose

This document outlines the official leave and time off policies for all full-time employees at Rithesh AI Pvt Ltd. Our goal is to provide a flexible and supportive work environment.

2. Annual Leave (Vacation)

All full-time employees are entitled to 20 paid vacation days per calendar year. New employees will receive a pro-rated number of days based on their start date. Employees are encouraged to use all their vacation days within the year. A maximum of 5 unused days can be rolled over to the next calendar year.

3. Sick Leave

Employees are entitled to 10 paid sick days per year to be used for personal illness or to care for an immediate family member. A doctor's note is required for absences longer than 3 consecutive days.

4. Public Holidays

Rithesh AI Pvt Ltd observes all official public holidays as designated by the local government. A list of observed holidays for the current year is available on the company intranet.

5. Bereavement Leave

In the unfortunate event of the death of an immediate family member, employees are granted 3 days of paid bereavement leave. This can be extended with approval from HR in special circumstances.

6. Requesting Leave

All leave requests must be submitted through the internal HR portal at least two weeks in advance for annual leave, and as soon as possible for sick leave. Approval is subject to manager's discretion and team scheduling needs.