

Company Leave Policy

1. Annual Leave

- Each employee is entitled to 20 days of paid annual leave.
- Leave must be approved by the reporting manager.

2. Sick Leave

- Employees can take up to 10 days of paid sick leave annually.
- A medical certificate is required for sick leave exceeding 2 days.

3. Maternity & Paternity Leave

- Female employees are entitled to 6 months of paid maternity leave.
- Male employees are entitled to 10 days of paid paternity leave.

4. Emergency Leave

- Employees may avail 3 days of emergency leave per year.

For any leave-related queries, please contact the HR department.