

## Leave Policy Document

1. Casual Leave: Employees are entitled to 12 days of casual leave per year, with a maximum of 3 consecutive days.
2. Sick Leave: Employees may avail up to 10 days of sick leave per year. A medical certificate is required for absences longer than 2 days.
3. Maternity Leave: Female employees are entitled to 26 weeks of paid maternity leave.
4. Paternity Leave: Male employees are entitled to 10 days of paternity leave.
5. Public Holidays: The company observes 12 public holidays per year as per the HR calendar.