

CORPORATE LEAVE POLICY DOCUMENT

1. CASUAL LEAVE

Employees are entitled to 12 Casual Leaves per calendar year. Casual leave can be used for personal reasons and must be applied at least one day in advance, unless in the case of an emergency. Casual leave cannot be carried forward to the next year, and any unused leaves will be forfeited at the end of the year.

2. SICK LEAVE

Employees are entitled to 15 Sick Leaves per year. Sick leave may be used in case of personal illness or injury, subject to providing medical proof. Employees must inform their immediate supervisor or HR at the earliest in case of sick leave. Unused sick leave can be accumulated and carried forward to the following year.

3. WORK FROM HOME (WFH)

Employees are permitted to work from home for up to 2 days per week. The arrangement should be discussed and approved in advance with the respective supervisor, and employees are expected to maintain the same level of productivity while working remotely. Work from home days are subject to the operational needs and approval from management.

4. MATERNITY LEAVE

Female employees are entitled to 26 weeks of maternity leave as per the provisions of the Maternity Benefit Act. This leave can be availed before or after the delivery, depending on the employee's requirement. A medical certificate must be provided to avail maternity leave, and the employee is required to notify HR at least 8 weeks in advance of the expected delivery date.

5. PATERNITY LEAVE

Male employees are entitled to 2 weeks of paternity leave for the birth of their child. This leave can be availed within 3 months of the child's birth and is intended to support the employee during the initial period after childbirth. Paternity leave will be paid at full salary, and a medical certificate or birth certificate may be required to avail the leave.

6. IMPORTANT EVENT DATES

The company observes certain Important Event Days during the year, such as 10th February and 15th March, on which employees are not allowed to take leave. These dates are critical for operational purposes and strategic planning, and attendance is mandatory on these days.

7. GENERAL LEAVE POLICY

Leave Approval: All leaves must be applied through the company's leave management system and approved by the immediate supervisor or HR.

Leave Carry Forward: Employees are allowed to carry forward a maximum of 5 days of unused leave to the next calendar year. Any excess leave will be forfeited.