

Employee Leave Policy

All full-time employees are entitled to the following types of leave annually:

1. Casual Leave: 12 days
2. Sick Leave: 10 days
3. Earned Leave: 20 days
4. Maternity Leave: 26 weeks (applicable to female employees)
5. Paternity Leave: 10 days (applicable to male employees within 6 months of childbirth)

Leave should be applied via the HR portal and approved by the reporting manager.

Unused earned leave can be carried forward up to a maximum of 30 days.

Employees are expected to submit a medical certificate for sick leaves exceeding 2 days.