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## 1. Title and Introduction

### Title: Employee Leave Policy

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#### Introduction:

The Employee Leave Policy of **AKAIWorks LLP** is designed to outline the procedures, expectations, and entitlements regarding time off from work for all employees. This policy ensures that employees have the opportunity to take necessary leave for personal, medical, or family reasons while maintaining the smooth operation of the organization. It is important that all employees understand and adhere to the guidelines within this document to foster a fair and transparent process for all parties involved.

At **AKAIWorks LLP**, we recognize the importance of balancing work and personal life and strive to provide a comprehensive leave program that meets the needs of our workforce. Whether an employee is taking time off for illness, vacation, personal matters, or other circumstances, this policy clarifies the available leave options and the procedures for requesting and taking leave.

The policy provides guidance on:

- Types of leave available
- How leave is accrued and managed
- The process for requesting and approving leave
- Requirements for documentation
- Pay and compensation during leave
- Responsibilities of employees and management

We encourage employees to utilize leave entitlements responsibly while ensuring that operational demands are met. **AKAIWorks LLP** is committed to maintaining compliance with all applicable local, state, and national regulations regarding employee leave, including statutory leave entitlements such as family, medical, and maternity leave.

All employees are encouraged to review this policy thoroughly to understand their rights and obligations regarding leave. It is important to note that this policy may be subject to change, and any updates will be communicated to employees promptly.

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#### Key Objectives of This Policy:

- To provide clear guidelines on the different types of leave available to employees and the corresponding eligibility requirements.
- To ensure fair and consistent administration of leave across the organization.

- To comply with relevant legal regulations governing employee leave rights.
- To outline the procedures and documentation required for leave requests.
- To foster a healthy work-life balance for employees while ensuring that company operations continue smoothly during periods of employee absence.

**Applicability of the Policy:** This policy applies to all employees of **AKAIWorks LLP**, including full-time, part-time, temporary, and contract employees, unless otherwise stated. In the case of any inconsistency between this policy and applicable labor laws, the legal provisions will take precedence.

By clearly defining the company's leave expectations and responsibilities, we aim to ensure that employees have the flexibility to manage personal matters and maintain their well-being, while also ensuring that business needs are met with minimal disruption.

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## 2. Scope

This Employee Leave Policy applies to all employees of **AKAIWorks LLP**, including full-time, part-time, temporary, and contract employees, unless otherwise stated. It provides clear guidelines on the types of leave available to employees, the process for requesting and approving leave, and the expectations of both employees and management during leave periods.

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### Employees Covered:

- **Full-time Employees:** Employees who are employed on a permanent basis and work the standard full-time hours as defined by **AKAIWorks LLP**.
- **Part-time Employees:** Employees who work fewer hours than full-time employees, as per their contractual agreement with **AKAIWorks LLP**.
- **Temporary Employees:** Employees who are hired for a specific period or project and are not expected to be permanent employees.
- **Contract Employees:** Employees who work under a defined contract for a set period or for specific tasks.

The benefits and entitlements outlined in this policy apply to all employees within these categories, unless a specific exception is mentioned or the terms of the employee's contract differ.

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### Exclusions:

Certain types of leave may not apply to temporary or contract employees, depending on the duration of their employment or the terms outlined in their specific contract. For example:

- **Contract Employees** may not be entitled to the full range of paid leave benefits, such as vacation days or sick leave, if specified in their contract.
- **Temporary Employees** may have limited or no eligibility for certain types of leave, such as paid time off, depending on the nature of their employment agreement.

In the event of any ambiguity regarding the applicability of leave entitlements for temporary or contract workers, the individual's employment contract and local labor laws will govern their eligibility.

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### **Geographic Scope:**

This policy applies to all employees working within the operational areas of **AKAIWorks LLP** in **India**, including:

- **Domestic Operations:** Employees based in **India** offices or operations.

**AKAIWorks LLP** will comply with all Indian labor laws regarding employee leave entitlements. In cases where the policy conflicts with local labor laws, Indian legal provisions will take precedence.

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### **Other Considerations:**

- **Employees on Probation:** Employees who are in their probationary period may have different leave entitlements, which will be outlined in their employment contract. For example, they may not be eligible for full paid leave until the probation period has been completed successfully.
  - **Employees on Leave of Absence:** Employees who are currently on a leave of absence, such as medical leave or family leave, will continue to be covered under this policy, subject to the terms and conditions that apply to their specific leave type.
  - **Employees Working Remotely:** Employees who work remotely or have flexible working arrangements are entitled to the same leave benefits as on-site employees, provided they comply with the policy's procedures for requesting leave.
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## **3. Types of Leave**

At **AKAIWorks LLP**, we provide a variety of leave options to ensure that employees can take time off for personal, medical, and family-related reasons, as well as for rest and recreation. The following outlines the different types of leave available to eligible employees. The leave entitlements are subject to the terms of this policy and may be adjusted in accordance with local laws or specific employment contracts.

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## **a. Paid Leave**

### **1. Annual Leave (Vacation Leave):**

- **Entitlement:** Full-time employees are entitled to **15 days** of paid vacation leave per calendar year. Part-time employees will receive a pro-rated number of vacation days based on the number of hours worked.
- **Accrual:** Vacation leave will accrue on a monthly basis at the rate of **1.25 days per month** for full-time employees. For part-time employees, the accrual will be adjusted based on hours worked.
- **Carryover:** Employees may carry over up to a maximum of **10 days** of unused vacation leave to the next calendar year. Any unused leave exceeding this limit will be forfeited unless otherwise stipulated by local law or agreement.
- **Requesting Leave:** Employees must submit a leave request at least **7 days** in advance. The request will be subject to manager approval based on operational needs.

### **2. Sick Leave:**

- **Entitlement:** Employees are entitled to **12 days** of paid sick leave per year. Employees who have completed less than **6 months** of service will be entitled to sick leave on a pro-rata basis.
- **Accrual:** Sick leave is granted annually and cannot be carried over to the next year.
- **Medical Certificates:** A medical certificate will be required for sick leave exceeding **3 consecutive days**. Employees must inform their supervisor as soon as possible if they are unable to attend work due to illness.
- **Requesting Leave:** Sick leave can be taken on short notice, but employees should inform their supervisor as early as possible.

### **3. Personal Leave:**

- **Entitlement:** Employees are entitled to **5 days** of personal leave each year, which can be used for personal matters such as attending to family or urgent personal business.
- **Accrual:** Personal leave is granted on a yearly basis and cannot be carried over.
- **Requesting Leave:** Personal leave should be requested at least **3 days** in advance, except in cases of emergency.

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## b. Statutory Leave

### 1. Public Holidays:

- **Entitlement:** Employees are entitled to paid leave on national holidays as mandated by Indian law, including but not limited to:
  - New Year's Day (January 1)
  - Republic Day (January 26)
  - Independence Day (August 15)
  - Gandhi Jayanti (October 2)
  - Diwali (varies)
  - Christmas (December 25)
  - Other holidays as recognized by **AKAIWorks LLP** or government authorities
- **Additional Holidays:** Employees may also be granted additional holidays as per company policy or regional observances.
- **Substitute Days:** If an employee is required to work on a public holiday due to business requirements, they will be compensated with either a substitute holiday or additional pay, in line with company policies or applicable laws.

### 2. Maternity Leave:

- **Entitlement:** Female employees are entitled to **26 weeks** of paid maternity leave, as per the Maternity Benefit Act, 1961, in India.
- **Eligibility:** Employees are eligible for maternity leave if they have worked for the company for at least **80 days** in the 12 months preceding the expected date of delivery.
- **Additional Leave:** In certain cases, employees may be eligible for additional unpaid leave after the maternity leave period.

### 3. Paternity Leave:

- **Entitlement:** Male employees are entitled to **7 days** of paid paternity leave in the event of the birth or adoption of a child.
- **Eligibility:** Employees must have been with the company for a minimum of **6 months** to be eligible for paternity leave.
- **Requesting Leave:** Paternity leave should be requested **2 weeks** in advance, except in cases of emergency.

### 4. Bereavement Leave:

- **Entitlement:** Employees are entitled to **3 days** of paid leave in the event of the death of an immediate family member (spouse, children, parents, siblings).
- **Extended Family:** Leave for the death of extended family members (such as grandparents, uncles, aunts) may be granted on a case-by-case basis.

- **Requesting Leave:** Bereavement leave should be requested as soon as possible, and employees are encouraged to notify their manager and HR.
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### c. Unpaid Leave

#### 1. Unpaid Time Off:

- Employees who have exhausted their paid leave may request **unpaid leave** for personal or family reasons.
  - Unpaid leave must be approved by the employee's manager and HR, subject to business requirements.
  - Unpaid leave may be granted for a maximum period of **30 days** per calendar year, except in the case of an emergency or extended personal issue.
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### d. Special Leave

#### 1. Leave for Jury Duty:

- **Entitlement:** Employees who are called for jury duty will be granted time off with pay, as required by Indian law.
- **Documentation:** Employees must provide official documentation of the jury duty summons and the required time off.
- **Compensation:** **AKAIWorks LLP** will compensate employees for the time spent on jury duty, up to the employee's regular pay rate, excluding any payments they receive for jury service.

#### 2. Leave for Voting:

- **Entitlement:** Employees are entitled to take paid leave to vote in local, state, or national elections if voting hours overlap with their work schedule.
  - **Eligibility:** Employees must notify HR at least **3 days** in advance of an upcoming election to request time off to vote.
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## 4. Accrual of Leave

At **AKAIWorks LLP**, employees earn leave benefits based on their length of service and employment status. The following outlines how different types of leave are accrued and how unused leave is managed.

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### a. Vacation Leave (Annual Leave) Accrual:

- **Full-Time Employees:** Full-time employees are entitled to **15 days** of paid vacation leave per year, accruing at a rate of **1.25 days per month**.
  - **Part-Time Employees:** Part-time employees will accrue vacation leave on a pro-rata basis, depending on the number of hours worked.
  - **Accrual Start Date:** Leave accrual begins from the first day of employment. For new employees, vacation days are accrued monthly, starting from their first month of service.
  - **Carryover of Unused Vacation Leave:** Employees can carry over up to a maximum of **10 days** of unused vacation leave into the next calendar year. Any unused leave in excess of **10 days** will be forfeited, unless otherwise required by local labor laws.
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**b. Sick Leave Accrual:**

- **Full-Time Employees:** Employees are entitled to **12 days** of sick leave annually, which is available at the start of each calendar year.
  - **Part-Time Employees:** Sick leave for part-time employees is pro-rated based on the number of hours worked.
  - **Unused Sick Leave:** Unused sick leave does not carry over into the next year. It is reset at the beginning of each calendar year.
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**c. Personal Leave Accrual:**

- **Full-Time Employees:** Full-time employees are entitled to **5 days** of personal leave annually.
  - **Part-Time Employees:** Personal leave for part-time employees is calculated on a pro-rata basis, depending on their working hours.
  - **Unused Personal Leave:** Personal leave cannot be carried over from one year to the next, and any unused days will be forfeited at the end of the year.
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**d. Unpaid Leave Accrual:**

- **Unpaid Leave:** Unpaid leave is not accrued or compensated and is granted only after paid leave entitlements have been exhausted. The maximum period for unpaid leave is **30 days** per calendar year, subject to manager and HR approval.
  - **Impact on Benefits:** Unpaid leave will not accrue vacation or sick leave during the period it is taken, nor will it count towards years of service for other benefits (such as promotion eligibility or seniority).
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**e. Maternity Leave Accrual:**

- **Maternity Leave:** Maternity leave of **26 weeks** is provided under the Maternity Benefit Act, 1961, and is not affected by the accrual process. It is a statutory entitlement and does not need to be accrued. It is available upon request, provided the employee has worked for at least **80 days** in the 12 months preceding the expected delivery date.
  - **Unused Leave:** Employees on maternity leave can also utilize accrued vacation leave (if applicable) during their leave period, provided it is approved by HR and is within the employee's entitlements.
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**f. Paternity Leave Accrual:**

- **Paternity Leave:** Paternity leave of **7 days** is granted to male employees for the birth or adoption of a child. This leave is not accrued and must be taken in one go within **3 months** of the birth or adoption.
  - **Eligibility:** Employees must have been with the company for a minimum of **6 months** to qualify for paternity leave.
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**g. Statutory Leave Accrual (Public Holidays, Jury Duty, Voting, Bereavement Leave):**

- **Public Holidays:** Employees do not accrue public holidays; these are granted on the designated days as specified in the company calendar. If a public holiday falls on a weekend, it may not be substituted unless required by operational needs.
  - **Jury Duty:** Employees are granted paid time off for jury duty, but no leave is accrued for jury duty days. The company will compensate employees at their regular pay rate, up to the time they spend in jury service.
  - **Voting Leave:** Voting leave is granted for election days and does not accrue. Employees are eligible to take this leave when required by law and must inform HR in advance.
  - **Bereavement Leave:** Employees are entitled to **3 days** of bereavement leave per year for the death of an immediate family member, with no accrual. Unused bereavement leave is not carried over to the next year.
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**h. Impact of Extended Absences on Leave Accrual:**

- **Leaves of Absence:** Extended absences due to personal reasons, medical conditions, or other reasons that exceed **30 days** will not result in leave accrual during the period of absence.
- **Parental Leave:** For employees taking maternity or paternity leave, there will be no accrual of vacation or sick leave during the period of leave. However, statutory leave entitlements (such as maternity leave) will not affect their ongoing accrual of benefits upon return to work.



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## 5. Leave Request Process

The leave request process at **AKAIWorks LLP** is designed to ensure clarity, consistency, and fairness in how leave is requested, approved, and recorded. Employees are expected to follow the outlined steps to ensure that their leave is processed efficiently and in accordance with company policies.

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### a. Requesting Leave

#### 1. How to Submit a Leave Request:

- All leave requests must be submitted through the designated company system (e.g., HR management software, email, or any other platform specified by HR).
- For **vacation leave**, **personal leave**, and **sick leave**, employees must submit their request at least **7 days** in advance. In case of an emergency, such as illness or family emergency, sick leave can be requested on short notice, but employees are expected to inform their immediate supervisor as early as possible.
- **Maternity leave** should be requested **2 months** in advance, if possible, with appropriate documentation (e.g., medical certificate or proof of pregnancy).
- **Paternity leave** should be requested at least **2 weeks** in advance, except in cases of emergency.
- **Bereavement leave** should be notified to HR as soon as possible, and approval will be given promptly.

#### 2. Approval Process:

- Upon receiving a leave request, the employee's immediate supervisor will review the request in the context of business needs, staffing levels, and any other operational requirements.
- If approved, the supervisor will forward the request to HR for final approval and record-keeping.
- **Sick leave** will be approved upon submission, but a medical certificate may be required for absences longer than **3 consecutive days**.
- **Vacation leave** requests will be approved on a first-come, first-served basis, subject to operational requirements and availability.

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### b. Urgent Leave Requests (Emergency Leave)

### 1. **Emergency Leave:**

- In cases of emergency, employees may request leave with short notice. This applies to situations like sudden illness, family emergencies, or other unforeseen circumstances.
- Employees must inform their supervisor and HR as soon as possible regarding the nature of the emergency and the expected duration of their leave.
- In such cases, **AKAIWorks LLP** will make every effort to accommodate the employee's leave request while ensuring that business operations are not disrupted.

### 2. **Documentation for Emergency Leave:**

- If an employee is unable to provide advance notice for their emergency leave, they may be required to submit supporting documentation (e.g., a medical certificate, accident report, or death certificate) upon their return to work or as requested by HR.
  - For **sick leave**, employees may be required to submit a medical certificate if the absence exceeds **3 days**.
  - For **bereavement leave**, the employee may be required to provide proof of the death, such as a death certificate or funeral service documentation.
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## c. **Leave Approval and Record-Keeping**

### 1. **Leave Approval Notifications:**

- Once a leave request has been approved by the supervisor and HR, employees will receive a formal leave approval notification. This notification may be sent via email or through the HR system, depending on company protocols.
- Employees should confirm the leave dates in the notification and inform their supervisor of any changes if needed.

### 2. **Recording Leave:**

- All approved leave will be recorded in the company's HR management system to ensure accurate tracking and management of leave balances.
- Employees are responsible for ensuring their leave is accurately reflected in their records. If there is any discrepancy, it should be reported to HR promptly.

### 3. **Leave Adjustment:**

- In case of any changes in the leave schedule, such as an employee needing to extend or shorten their leave, they should notify HR and their supervisor as soon as possible. The leave records will be updated accordingly to reflect any adjustments.

- If an employee has already used their paid leave balance and requests additional leave, it will be treated as unpaid leave unless the employee has accrued additional leave.
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#### **d. Late or Unauthorized Leave Requests**

##### **1. Late Requests:**

- Employees are encouraged to submit leave requests with as much notice as possible. Late requests (those submitted within less than the minimum advance notice) may not be granted, especially if they impact business operations.
- If an employee has not provided the required notice or if a leave request falls outside of the outlined timelines, the employee may be asked to provide an explanation for the delay. Approval is not guaranteed for late requests.

##### **2. Unauthorized Absence:**

- Unauthorized absences (i.e., absences not pre-approved or without proper communication) will be treated as unapproved leave. Repeated unauthorized absences may result in disciplinary action, as per the company's disciplinary procedures.
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#### **e. Leave for Special Circumstances**

##### **1. Leave for Jury Duty and Voting:**

- **Jury Duty:** Employees called to jury duty will be granted time off as required by law, with no loss of pay. Employees must provide documentation of the jury summons for HR records.
  - **Voting Leave:** Employees who need time off to vote in local, state, or national elections are entitled to leave on election day. They must request leave in advance, notifying HR at least **3 days** before the election.
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#### **f. Leave for Employees on Probation or Contractual Employment**

##### **1. Probationary Employees:**

- Employees on probation may not be eligible for all types of leave immediately. The leave entitlements for probationary employees will be outlined in their contract and may differ from permanent employees.
- For **annual leave**, probationary employees may accrue leave on a pro-rata basis, depending on the length of their probation period.

## 2. Contract Employees:

- Contract employees will be entitled to leave as per the terms and conditions specified in their contracts. In general, contract employees are eligible for **statutory leaves** such as public holidays and sick leave, but their annual leave entitlement may differ from permanent employees.
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## 6. Leave Tracking and Reporting

Accurate tracking and reporting of employee leave are essential for maintaining business operations and ensuring that employees are compensated fairly for their time off. **AKAIWorks LLP** uses a systemized approach to monitor leave balances and ensure compliance with the company's leave policies. This section outlines how employee leave is tracked, reported, and managed.

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### a. Leave Tracking System

#### 1. HR Management Software:

- **AKAIWorks LLP** utilizes a centralized HR management system to track all employee leave requests, approvals, and balances. All leave, including vacation, sick, personal, maternity, paternity, and other types of leave, is recorded in this system.
- Employees and managers can access this system to view leave balances, track leave history, and submit requests.
- The system automatically updates leave balances in real-time, reducing manual tracking errors and ensuring accuracy.

#### 2. Employee Access to Leave Records:

- Employees can access their own leave records through the HR management system. This includes information on the total leave balance, leave taken, leave requested, and remaining leave days.
  - Employees are encouraged to review their leave balances regularly to avoid any discrepancies or surprises when requesting leave.
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### b. Leave Reporting

#### 1. Employee Leave Reports:

- Employees will receive periodic leave reports from HR, typically on a **quarterly** basis, outlining their total leave balance, any leave taken, and any outstanding leave requests.
- Employees can request a leave report at any time through the HR management system or by contacting HR directly.

## 2. **Manager Leave Reports:**

- Managers will receive weekly or monthly leave reports for their respective teams. These reports will include details on upcoming leave requests, pending approvals, and the total leave balances of each team member.
  - Managers are responsible for ensuring that their teams adhere to leave policies and that leave requests are managed effectively to minimize disruption to business operations.
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## c. **Leave Audits**

### 1. **Regular Audits:**

- To ensure compliance with company policies and local regulations, **AKAIWorks LLP** conducts **annual leave audits** to verify the accuracy of employee leave records. The audit process ensures that leave accruals, carryovers, and usage are tracked correctly.
- Any discrepancies identified during the audit will be addressed promptly by HR in consultation with the employee and their manager.

### 2. **Leave Adjustments:**

- If an error is identified in the leave records (e.g., incorrect accrual or miscalculation), adjustments will be made promptly. Employees will be notified if their leave balance is corrected or if they need to make any amendments to their leave requests.
  - Employees are encouraged to notify HR if they believe there are any errors or discrepancies in their leave records.
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## d. **Leave Reporting for Statutory Compliance**

### 1. **Compliance with Indian Labor Laws:**

- **AKAIWorks LLP** ensures that all leave practices are compliant with Indian labor laws, including the Maternity Benefit Act, the Shops and Establishments Act, and other relevant regulations.

- HR is responsible for monitoring statutory leave entitlements, such as maternity leave, paternity leave, and public holidays, and ensuring that these leaves are reported accurately for statutory compliance.
- Reports required for statutory reporting (e.g., for government inspections or audits) will be generated by HR and made available to relevant authorities as needed.

## **2. Leave Summary for Tax and Benefits Reporting:**

- At the end of each financial year, **AKAIWorks LLP** will generate a comprehensive leave summary for each employee. This summary will include the total leave taken, any carryover leave, and leave balances as of the end of the year.
  - This summary is used for tax reporting purposes, calculating any unused leave payments, and ensuring that all leave entitlements are correctly reflected in benefits administration.
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## **e. Confidentiality and Security of Leave Data**

### **1. Confidentiality:**

- All leave data is confidential and will only be accessed by authorized personnel, including HR, managers, and the employee. Access to leave records is protected by secure login systems and password protocols.
- Employees should not share their leave details with unauthorized persons, and they should report any breach of confidentiality immediately to HR.

### **2. Data Security:**

- **AKAIWorks LLP** implements strict data security protocols to ensure that leave information is securely stored and protected from unauthorized access, loss, or misuse.
  - All leave records are stored in compliance with **AKAIWorks LLP's** data protection policies and applicable data privacy regulations.
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## **f. Leave Encashment and Pay-Out**

### **1. Leave Encashment:**

- Employees who have accrued vacation leave and who do not take their leave during the year may be eligible for leave encashment, subject to company policy and local labor laws.

- **Leave encashment** will be calculated at the employee's current salary rate and paid out at the end of the year, or upon resignation or termination, provided that the employee is entitled to the payment under company policy or legal entitlements.
- Employees are encouraged to utilize their accrued leave before the end of the year, as carryover limits apply.

## 2. **Leave Pay-Out on Resignation or Termination:**

- If an employee resigns or is terminated before they have used their accrued leave, **AKAIWorks LLP** will pay out any unused vacation leave as part of their final settlement. This pay-out will be calculated based on the employee's last drawn salary.
  - Any leave encashment will be subject to statutory tax deductions as per the prevailing tax laws.
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## 7. **Leave Termination and Adjustments**

The **Leave Termination and Adjustments** section covers the protocols for leave management in cases of employee resignation, termination, or adjustments due to changes in employment status. This section ensures that all leave entitlements are calculated correctly and fairly at the time of an employee's departure from the company.

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### a. **Leave Adjustment on Termination/Resignation**

#### 1. **Termination or Resignation During the Year:**

- If an employee resigns, is terminated, or otherwise leaves the company before completing a full year of service, their leave balance will be adjusted accordingly.
- Employees will be paid for any unused leave that they are entitled to, as per the company's leave encashment policy.
- If the employee has taken more leave than they have accrued, the company reserves the right to deduct the equivalent amount from the final settlement.

#### 2. **Final Settlement of Leave:**

- Upon resignation or termination, HR will calculate the employee's final leave entitlement, including any unused leave that is eligible for encashment.
- The final leave settlement will include any **accrued vacation leave, sick leave, and other applicable leaves** (such as personal leave) as per the employee's balance.
- If the employee has taken more leave than accrued, the equivalent value will be deducted from their final paycheck.

### 3. Leave Encashment for Departing Employees:

- Employees who resign or are terminated and have unused accrued vacation leave may receive a leave encashment payment. The payment will be calculated based on the employee's **last drawn salary** and the number of unused leave days.
  - Maternity leave, paternity leave, and sick leave cannot be encashed and will not be included in the final settlement.
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## b. Pro-Rata Leave Adjustment

### 1. Pro-Rata Calculation for Employees Who Have Served Less Than a Year:

- If an employee leaves the company before completing a full year of service, their leave will be calculated on a pro-rata basis. This means the employee will receive a proportionate amount of leave entitlement based on the number of months worked during the year.
- For example, if an employee worked **6 months** and is entitled to **15 days** of vacation leave, they will receive **7.5 days** of vacation leave as per the pro-rata calculation.

### 2. Pro-Rata Vacation Leave Adjustment:

- The calculation for vacation leave is based on the **number of completed months** worked. For instance, for each month worked, the employee earns **1.25 days** of vacation leave. If an employee worked for **3 months**, they will be entitled to **3.75 days** of vacation leave on a pro-rata basis.

### 3. Leave During Notice Period:

- Employees who leave the company during their notice period are entitled to take accrued leave as part of their notice period, subject to managerial approval. Any unused leave days during the notice period may either be encashed or carried forward depending on the company's policy and the employee's leave balance.
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## c. Impact of Unused Leave on Separation

### 1. Unused Leave Upon Separation:

- At the time of resignation or termination, employees will be compensated for any unused **vacation leave** that is eligible for encashment, according to their accrued balance.



- Any unused **personal leave** and **sick leave** will not be encashed and will be forfeited at the time of termination or resignation.
- **Statutory leave** (such as public holidays or maternity leave) will not be included in the leave balance or settlement.

## **2. Excess Leave Taken:**

- If an employee has taken more leave than accrued (such as vacation leave), the company reserves the right to deduct the excess leave days from the employee's final salary. The amount deducted will be based on the employee's final pay rate.

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## **d. Termination During Leave Period**

### **1. Termination While on Leave:**

- If an employee's employment is terminated while they are on approved leave (such as vacation or sick leave), the company will settle their final pay, including any unused leave or applicable encashment.
- If the termination is due to misconduct, gross negligence, or other similar reasons, the employee's accrued leave entitlement may be forfeited, and any excess leave taken may be deducted from their final pay.

### **2. Communication During Leave:**

- In cases where an employee is on extended leave (such as maternity or sick leave) and is terminated, HR will maintain clear communication with the employee regarding their rights to leave encashment, settlement, and any deductions that may apply.

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## **e. Documentation for Leave Adjustments**

### **1. Documentation on Leave Usage:**

- All leave taken, including vacation leave, sick leave, and other types, will be documented and tracked in the HR management system. The employee's supervisor must approve and verify any leave taken during the notice period or before termination.
- HR will maintain records of leave usage and adjustments, and the final leave balance will be verified before any payment is processed during the employee's separation.

### **2. Final Settlement Documentation:**

- HR will provide the employee with a statement of their leave balance and the calculations for any leave encashment in their final settlement statement.
  - Any discrepancies in leave balances must be addressed by the employee before the final payment is made.
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#### **f. Leave Adjustment in Case of Employee Rehire**

##### **1. Rehiring of Former Employees:**

- If a former employee is rehired by **AKAIWorks LLP**, the treatment of their previous leave balances will be decided based on the circumstances of their separation. If the employee resigned in good standing, unused leave may be carried over, subject to management approval.
  - If the employee was terminated or left under circumstances where leave encashment was made, the accrued leave from the previous employment period will not be reinstated.
  - Any leave accrued during the period of reemployment will be subject to the regular leave accrual policies of the company.
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### **8. Disciplinary Actions for Leave Violations**

**AKAIWorks LLP** recognizes the importance of maintaining consistency and fairness in the application of its leave policies. While the company values its employees' need for time off, it is equally important that employees adhere to the proper procedures for requesting, taking, and recording leave. This section outlines the disciplinary actions that may be taken in cases of leave violations, which include unauthorized leave, failure to follow the leave request process, and other violations of the company's leave policy.

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#### **a. Types of Leave Violations**

##### **1. Unauthorized Leave:**

- Employees are expected to obtain approval for all leave requests in advance, as per the company's leave request procedures. Absences taken without prior approval, or without following the proper leave request process, will be considered unauthorized.
- Unauthorized leave may include failure to submit leave requests on time, not informing the supervisor or HR of absence, or taking leave without approval.

##### **2. Failure to Submit Timely Leave Requests:**

- Employees must submit leave requests within the required time frame. Requests that are not submitted within the minimum notice period (e.g., 7 days for vacation leave, or emergency notice for sick leave) may be considered as a violation of the company's leave policy.
  - Repeated failure to submit timely requests can lead to disciplinary actions.
3. **Excessive Leave Absences:**
- Employees who frequently take unscheduled or excessive leave (beyond the entitlements outlined in this policy) without valid justification may be in violation of the company's leave policy.
  - Frequent absenteeism, especially without medical or other documented reasons, can disrupt the workflow and may lead to corrective actions.
4. **Failure to Provide Required Documentation:**
- For certain types of leave, such as sick leave for more than 3 consecutive days, or maternity leave, employees are required to submit documentation such as a medical certificate or proof of pregnancy. Failure to provide the necessary documentation will result in disciplinary action.
  - Additionally, if an employee takes leave without providing appropriate documentation for emergency leave or other special circumstances, it may result in violations of the leave policy.
5. **Taking Leave Without Sufficient Balance:**
- Employees are required to track their leave balances and ensure they have sufficient leave available before taking time off. Taking leave without sufficient accrued leave (e.g., unpaid leave) without prior approval can be considered a violation of the policy.
  - Unauthorized deductions for excess leave may be made in the final paycheck if applicable.
- 

## **b. Progressive Disciplinary Actions**

**AKAIWorks LLP** follows a progressive discipline process to address leave policy violations. This process includes the following steps:

1. **Verbal Warning:**
- For the first violation or minor leave infraction (e.g., failing to follow the leave request process or submitting late requests), the employee will receive a **verbal warning**.
  - The supervisor or HR will discuss the infraction with the employee and emphasize the importance of adhering to company policies. This warning will be documented for reference.

## 2. **Written Warning:**

- If the employee continues to violate the leave policy after a verbal warning, a **written warning** will be issued. This will outline the specific violation and provide a clear notice that further infractions may lead to more severe consequences.
- The written warning will be placed in the employee's personnel file.

## 3. **Final Written Warning:**

- If an employee persists in violating the leave policy after receiving a written warning, they will receive a **final written warning**. This serves as a notice that any further violations will result in more serious disciplinary action, which may include suspension or termination.
- The final written warning will be documented in the employee's personnel file.

## 4. **Suspension or Termination:**

- If the leave violations continue despite previous warnings, the company may take more severe action, including **suspension** or **termination** of employment.
- Termination may be considered for severe or repetitive violations, such as excessive unauthorized absences, falsification of leave records, or consistent disregard of the leave approval process.

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### c. **Factors Considered in Determining Disciplinary Action**

The following factors will be taken into account when determining the level of disciplinary action for leave violations:

#### 1. **Severity of the Violation:**

- The nature of the leave violation (whether it's a minor infraction or a more serious breach) will affect the disciplinary response. Severe violations, such as falsifying leave records or taking leave without sufficient balance, may lead to more immediate and serious consequences.

#### 2. **Frequency of Violations:**

- Repeated or habitual violations of the leave policy will result in stronger disciplinary action, even if each individual violation is considered minor. Continued non-compliance with leave procedures will be addressed progressively.

#### 3. **Employee's History:**

- The employee's overall performance and history of compliance with company policies will also be considered. Employees with a good track record may receive more leniency, while those with a history of violations may face stricter penalties.

#### 4. **Mitigating Circumstances:**

- If an employee can provide valid reasons or mitigating circumstances for their leave violations (e.g., medical issues, family emergencies), this may be taken into account during the disciplinary process. HR will evaluate each case on an individual basis.

#### 5. **Communication and Resolution Efforts:**

- If the employee has made efforts to communicate about their leave requests or explained any unusual absences, this will be taken into account. Open communication between the employee, their supervisor, and HR will help resolve the issue before it escalates to a formal disciplinary action.

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### **d. Appeal Process for Leave Violations**

Employees who believe that a disciplinary action taken against them for a leave violation is unjust or unfair have the right to appeal the decision. The appeal process is as follows:

#### 1. **Step 1: Informal Discussion:**

- The employee should first attempt to resolve the issue by discussing it with their immediate supervisor or HR. If the employee feels the action was a result of misunderstanding or incorrect information, the matter can often be resolved informally.

#### 2. **Step 2: Formal Appeal:**

- If the issue is not resolved informally, the employee can submit a formal written appeal to HR, outlining the reasons why they believe the disciplinary action was unwarranted or excessive.
- The written appeal should be submitted within **7 days** of receiving the disciplinary action notice.

#### 3. **Step 3: Review by HR or Management:**

- HR will review the appeal and may request additional information or clarification from the employee, supervisor, or any involved parties. The HR team, in collaboration with management, will make a final decision on the appeal.
- The employee will be informed of the outcome of the appeal within **7 business days**.

#### 4. **Step 4: Final Decision:**

- The decision made by HR or management is final and will be communicated to the employee. If the appeal is successful, the disciplinary action may be modified or revoked.

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## 9. Employee Rights and Responsibilities Regarding Leave

At **AKAIWorks LLP**, employees have both rights and responsibilities regarding their leave entitlements and usage. This section ensures that employees understand their leave rights under company policies and local laws, as well as their obligations to follow proper procedures when requesting or taking leave.

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### a. Employee Rights

#### 1. Right to Paid and Unpaid Leave:

- Employees are entitled to various types of leave as defined in the company's leave policies, including vacation leave, sick leave, maternity leave, paternity leave, and any other statutory leave mandated by Indian labor laws.
- Employees have the right to take paid leave for reasons such as illness, family emergencies, or personal needs, in accordance with the leave policy.
- Employees are also entitled to unpaid leave if they have exhausted their paid leave balance, subject to managerial approval.

#### 2. Right to Leave Entitlements as per Statutory Laws:

- Employees are entitled to leave benefits in accordance with Indian labor laws, including but not limited to, **Maternity Leave, Sick Leave, Casual Leave, and Public Holidays**.
- Statutory leave entitlements are provided by the company as per the relevant legal requirements, and employees can avail of these without fear of discrimination or retaliation.

#### 3. Right to Privacy and Confidentiality of Leave Records:

- Employees have the right to privacy concerning their leave records. The details of leave taken or requested, as well as any medical or personal documentation, will be kept confidential by **AKAIWorks LLP** and shared only with relevant parties such as HR, the employee's direct manager, or as required by law.
- Employees are not required to share details about the specific reason for their leave unless it is necessary for the proper documentation (e.g., medical certificates for sick leave).

#### 4. Right to Appeal Leave-Related Decisions:

- If an employee feels that their leave request has been unjustly denied or if they believe there has been an error in the calculation or allocation of their leave balance, they have the right to appeal the decision following the process outlined in the **Disciplinary Actions for Leave Violations** section.

- Employees can also appeal if they believe they are being unfairly penalized for leave usage, especially in cases involving family emergencies or medical issues.

**5. Right to Leave Balance Information:**

- Employees have the right to request and receive information about their leave balances, including vacation leave, sick leave, and other types of leave. HR will provide regular updates on leave balances, and employees can access this information through the HR management system at any time.
- 

**b. Employee Responsibilities**

**1. Responsibility to Follow Leave Procedures:**

- Employees are responsible for submitting leave requests in a timely and accurate manner as per the company's leave request process. This includes ensuring that requests are made in advance (except for emergency situations) and approved by the relevant supervisor or manager.
- Employees should use the designated HR management system or the appropriate channels to request and document leave.

**2. Responsibility to Provide Documentation (When Required):**

- Employees are responsible for providing the necessary documentation when requesting certain types of leave, such as medical certificates for sick leave, proof of family emergency for personal leave, or other documentation as required under the company's leave policies.
- For extended leaves (e.g., more than 3 consecutive days), employees must submit supporting documents such as a medical certificate, a doctor's note, or a statutory document (in the case of maternity or paternity leave).

**3. Responsibility to Ensure Leave Balance Accuracy:**

- Employees are responsible for tracking their own leave balances and ensuring that they do not exceed their accrued leave entitlement.
- If an employee is unsure of their current leave balance or has questions about their accruals, they should contact HR for clarification.
- Employees should avoid taking leave without sufficient balance unless prior approval for unpaid leave has been obtained.

**4. Responsibility to Maintain Communication During Leave:**

- Employees are responsible for maintaining open communication with their supervisors and HR during periods of extended leave. If an employee is unable to return to work on the scheduled date, they must inform their supervisor in advance and, if necessary, provide updated documentation to extend their leave.

- In cases of unforeseen emergency leave (such as sick leave), employees should notify their supervisor as soon as possible, preferably within the first few hours of their absence.

**5. Responsibility to Ensure Return to Work After Leave:**

- Employees must ensure they return to work on the agreed-upon date after their leave ends. Failure to return on time without proper notice or approval may result in disciplinary action.
- If an employee is unable to return to work on the scheduled date, they are responsible for notifying their supervisor in advance and arranging for additional leave if required.

**6. Responsibility to Plan and Schedule Leave in Advance (When Possible):**

- Employees should make every effort to plan and schedule leave in advance, especially for non-urgent leave (such as vacation leave), to ensure that operations are not disrupted. Supervisors and managers should be notified of planned leave as early as possible to allow for proper staffing and workload management.
- If an employee anticipates taking extended leave (e.g., more than 5 days), they should work with their supervisor to ensure a smooth transition and coverage during their absence.

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**c. Employee Leave of Absence for Special Circumstances**

**1. Emergency Leave:**

- In the case of unexpected emergencies (such as a family emergency or sudden illness), employees have the right to take emergency leave. However, employees are still responsible for notifying their supervisor and HR as soon as possible.
- The company will consider the circumstances and may grant leave without prior notice, but employees must submit supporting documentation (if required) after the fact.

**2. Medical Leave and Extended Leave:**

- Employees who require medical leave for an extended period must provide documentation, such as a medical certificate from a registered healthcare professional. If the medical condition is serious or long-term, the employee may be eligible for extended leave as per the company's sick leave policy.
- Employees must maintain communication with HR during extended medical leave and follow the company's procedures for returning to work after such leave.

**3. Maternity and Paternity Leave:**



- Female employees are entitled to maternity leave as per the provisions under Indian law, and male employees may be eligible for paternity leave. Employees must submit the necessary documents to HR for approval and to ensure that the leave is recorded correctly.
  - Maternity and paternity leave are subject to the conditions outlined in the **Maternity Leave Policy** and other relevant company policies.
- 

## 10. Leave Policy Exceptions and Special Provisions

At **AKAIWorks LLP**, we recognize that there may be exceptional circumstances that require deviations from the standard leave policy. This section outlines specific situations where exceptions or special provisions may apply, ensuring that employees are supported during unforeseen events or unique situations that require flexibility in leave management.

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### a. Leave for Employees with Special Needs or Disabilities

#### 1. Special Leave Provisions for Employees with Disabilities:

- **AKAIWorks LLP** is committed to supporting employees with disabilities by offering flexible leave options to accommodate medical treatments, therapies, and any other special requirements related to their condition.
- Employees with disabilities who require additional leave beyond the standard entitlements may request special leave, which will be considered on a case-by-case basis by HR and management.
- Employees may be required to submit medical documentation outlining the need for additional leave, and the company will make reasonable accommodations to ensure that these employees are able to take time off without penalty.

#### 2. Reasonable Adjustments to Leave for Employees with Health Conditions:

- Employees who are dealing with health conditions that impact their ability to work may be entitled to reasonable adjustments to their leave. This includes additional unpaid leave or flexible working hours.
  - The company encourages employees to communicate openly with HR about any ongoing health conditions that might require leave adjustments.
- 

### b. Emergency or Unforeseen Circumstances Leave

#### 1. Unforeseen Personal or Family Emergencies:

- In the event of a sudden personal or family emergency (e.g., death of a close family member, natural disaster, or accident), employees may be granted leave even if they do not have sufficient leave balance.
- The company recognizes that these situations often require immediate attention, and HR will make reasonable accommodations for employees who need to take time off to manage such emergencies.
- Employees are encouraged to notify their supervisor or HR as soon as possible and provide documentation if necessary (e.g., a death certificate, hospital records) once the emergency situation has been resolved.

## 2. **Unpaid Emergency Leave:**

- If an employee has exhausted their paid leave balance and faces an emergency that requires time off, they may request **unpaid emergency leave**. This leave will be approved on a case-by-case basis and is subject to management discretion.
  - The duration of unpaid emergency leave may vary depending on the nature of the emergency and the employee's needs.
- 

## c. **Leave for Jury Duty or Public Service**

### 1. **Jury Duty Leave:**

- In compliance with Indian legal requirements, employees may be required to take leave if they are called to serve on a jury or participate in any public service duties such as court appearances.
- Employees who are summoned for jury duty will be granted **paid leave** for the duration of their service, and they must provide official documentation (such as a jury summons) to HR.
- **AKAIWorks LLP** will ensure that employees are not penalized for fulfilling their civic duties, and leave taken for jury duty will not be deducted from their personal or vacation leave balances.

### 2. **Public Service Leave:**

- Employees who are involved in other public service activities, such as participating in government or civic programs, may request leave for the duration of their participation. Each request will be assessed based on the nature of the activity and the duration of leave required.
  - Public service leave will generally be unpaid unless it is for jury duty, as outlined above.
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## d. **Leave for Employees on Probation or Temporary Contracts**

### 1. Leave Entitlement for Probationary Employees:

- Employees on probation may not be entitled to the full leave benefits provided to permanent employees. However, they are still entitled to statutory leave such as public holidays and sick leave as per Indian labor laws.
- Leave entitlement for probationary employees will be prorated based on their length of service during the probationary period. If the employee's probationary period extends beyond a year, their leave entitlements will be revised according to the company's full leave policy.

### 2. Leave Entitlement for Employees on Temporary Contracts:

- Temporary employees will be entitled to leave as per the terms of their contract, which may differ from the standard leave policy for permanent employees.
  - Temporary employees who have been employed for a continuous period of more than **3 months** may be eligible for paid leave on a prorated basis. Any leave taken by a temporary employee will be subject to contract conditions and approval from management.
- 

## e. Maternity and Paternity Leave

### 1. Maternity Leave:

- **AKAIWorks LLP** provides maternity leave in accordance with the provisions of the **Maternity Benefit Act, 1961**, and other applicable laws in India. Female employees are entitled to up to **26 weeks** of paid maternity leave, provided they meet the eligibility criteria.
- The company recognizes that maternity leave is an important right and encourages employees to inform HR as soon as possible to make arrangements for leave.
- Employees must provide medical documentation confirming pregnancy and expected delivery dates, and they must apply for maternity leave at least **8 weeks** before their due date.

### 2. Paternity Leave:

- **AKAIWorks LLP** provides paternity leave to male employees in the case of childbirth. Eligible employees are entitled to **up to 7 days** of paid paternity leave, which can be used within **6 months** of the child's birth.
  - Employees are required to provide proof of the birth (e.g., a birth certificate or hospital records) when applying for paternity leave.
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## f. Long-Term Leave for Medical Conditions or Personal Circumstances

## 1. Leave for Long-Term Medical Conditions:

- Employees dealing with long-term medical conditions that require extended time off may request **long-term medical leave**. This leave is typically unpaid and requires medical documentation to substantiate the request.
- The company will review each case individually and may approve long-term medical leave, with the employee being allowed to take time off while maintaining their position within the company.

## 2. Leave for Personal Reasons or Extended Absences:

- Employees who need time off for personal reasons (e.g., family obligations, education) may request extended leave. Depending on the situation, this leave may be granted as **unpaid leave**, or in some cases, it may be covered by vacation leave or other types of paid leave.
  - Employees must provide adequate notice and any supporting documentation to HR for approval. Extended leave requests will be considered on a case-by-case basis, with the approval depending on business needs and the nature of the request.
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## g. Religious or Cultural Leave

### 1. Religious or Cultural Leave:

- **AKAIWorks LLP** recognizes the cultural and religious diversity of its employees. Employees may request leave for religious or cultural observances, and the company will make efforts to accommodate such requests.
  - Employees should submit their requests for religious leave in advance to allow for scheduling and planning. Where possible, this leave will be treated as paid leave or vacation leave. If the leave exceeds available paid leave balances, it may be granted as unpaid leave.
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## 11. Leave Record Keeping and Reporting

Accurate and timely record-keeping of employee leave is essential for compliance with **AKAIWorks LLP's** internal policies as well as Indian labor laws. This section outlines the procedures for recording and reporting leave usage, ensuring that both employees and the company maintain clear and transparent records of leave entitlements and usage.

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### a. Leave Recording System

## 1. HR Management System for Leave Tracking:

- **AKAIWorks LLP** uses an automated HR management system (HMS) to track and record all employee leave entitlements, usage, and balances. This system is accessible to both employees and HR personnel to ensure transparency and accuracy.
- Employees are required to log all leave requests, including the type of leave (e.g., vacation, sick leave, emergency leave), start and end dates, and any necessary supporting documentation (e.g., medical certificates, family emergency proof).
- All leave records will be updated in real time within the system, ensuring that employees can access up-to-date information about their leave balances.

## 2. Leave Application Process:

- Employees must submit leave requests through the HR management system or other approved methods as outlined by the company. The leave request should include the specific dates, leave type, and reason for leave (if applicable).
- For planned leaves (e.g., vacation), employees are encouraged to submit requests **at least 10 working days** in advance. For unplanned leaves (e.g., illness or emergency), employees should submit leave requests as soon as they are able to notify HR and their manager.

## 3. Leave Approval Process:

- Once a leave request is submitted, the employee's immediate supervisor or manager must review and approve the request within the system. If necessary, the manager can deny the leave request or suggest an alternative time period based on the company's staffing requirements.
- HR will oversee the approval process to ensure that all leaves are recorded accurately and that the leave policy is adhered to.

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## b. Documentation and Verification of Leave

### 1. Supporting Documentation for Leave Requests:

- Employees must provide supporting documentation when applying for certain types of leave, particularly when the leave exceeds **3 consecutive days**. This may include:
  - Medical certificates (for sick leave)
  - Death certificate or hospital records (for family emergencies)
  - Maternity or paternity-related documents (for maternity/paternity leave)
- Any documentation provided must be submitted within a reasonable time frame (e.g., within **7 days** of return from leave), as stipulated in the leave policy.

- HR reserves the right to request additional documentation or verification in cases where leave entitlement or the reason for leave is unclear.

## **2. Verification of Leave for Special Circumstances:**

- In the case of emergency or extended leave, HR may follow up with employees to verify the authenticity of the leave request, particularly if supporting documentation is not initially provided.
  - Employees are expected to cooperate with HR's verification process to ensure accurate leave recording. Failure to provide sufficient documentation or verification for leave may result in the leave being treated as unauthorized, and the employee may be subject to disciplinary action.
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## **c. Leave Reporting and Monitoring**

### **1. Monthly Leave Reports:**

- HR will generate monthly leave reports for each employee to track their leave usage, balances, and any discrepancies. These reports will be made available to both employees and their respective supervisors.
- The reports will highlight leave taken during the month, outstanding balances, and any upcoming leave requests that are pending approval.
- Supervisors and employees should review these reports regularly to ensure that leave records are accurate.

### **2. Leave Usage Analysis and Compliance Monitoring:**

- HR will also monitor overall leave usage trends and patterns across the company to ensure compliance with leave policies and to identify any potential issues (e.g., excessive absenteeism, leave abuse).
  - In the event that unusual patterns or excessive leave-taking is detected, HR may conduct a review and, if necessary, discuss the matter with the employee and their supervisor to determine if there is an underlying issue requiring attention.
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## **d. Employee Access to Leave Records**

### **1. Employee Self-Service Portal:**

- **AKAIWorks LLP** provides employees with access to their leave records through the **HR management system's self-service portal**. This portal allows employees to:
  - View current leave balances and available leave days.
  - Track their leave history, including the dates and types of leave taken.

- Submit leave requests and track their approval status.
- Access the status of any pending leave requests or updates on documentation submission.
- Employees are encouraged to monitor their leave balances regularly and report any discrepancies to HR.

## 2. **Access to Historical Leave Records:**

- Employees may also request access to their historical leave records, such as leave taken in previous years or for specific periods. HR will provide this information upon request, ensuring transparency and clear communication.
  - HR will store leave records for a minimum of **5 years**, or longer if required by Indian labor laws, to ensure compliance with record-keeping requirements.
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## e. **Correcting Leave Discrepancies**

### 1. **Reporting Errors in Leave Records:**

- Employees are responsible for reviewing their leave records regularly and ensuring that the details of their leave requests and usage are accurately reflected in the system.
- If any discrepancies are found (e.g., incorrect leave balance, missing leave entries), employees must report the error to HR as soon as possible. HR will investigate and correct the record if necessary.
- Discrepancies must be reported within **30 days** of the leave being taken to ensure timely resolution.

### 2. **Resolution of Leave Record Disputes:**

- In the event of a dispute over leave records (e.g., disagreement about the amount of leave taken or remaining), HR will review the issue and communicate with the employee and their supervisor to resolve the matter.
  - If the dispute cannot be resolved informally, the company may initiate a formal grievance process, which will be handled according to the **Grievance Handling Policy**.
- 

## f. **Leave Reporting for Compliance**

### 1. **Legal Compliance with Labor Laws:**

- **AKAIWorks LLP** complies with all Indian labor laws related to leave, including the **Factories Act, 1948**, the **Maternity Benefit Act, 1961**, and other applicable state or central laws. Leave records are maintained to ensure compliance with

- statutory regulations, and HR will submit any required reports to regulatory authorities as necessary.
  - HR is responsible for ensuring that all leave entitlements are accurately calculated and reported in compliance with legal requirements, including paid leaves, sick leave, maternity leave, and other statutory leave.
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## 12. Conclusion

At **AKAIWorks LLP**, we recognize that our employees are our greatest asset, and we are committed to creating a work environment that promotes both productivity and personal well-being. The **Leave Policy** has been carefully designed to ensure that all employees have access to the necessary leave entitlements to take care of their health, family, and personal needs while maintaining the operational efficiency of the company. By offering various types of leave, including annual leave, sick leave, maternity leave, and others, we aim to provide employees with the flexibility and support they need to manage their professional and personal responsibilities.

However, for this policy to be effective, it is crucial that both employees and the company adhere to the guidelines and procedures outlined. Employees must submit leave requests in a timely manner, provide the required documentation, and follow the appropriate processes for approval and tracking. On the company side, management is responsible for ensuring that leave requests are processed promptly, leave records are maintained accurately, and employees are informed of their entitlements and any changes to the policy.

The **Leave Policy** also emphasizes the importance of responsibility and accountability. While we recognize that personal and family emergencies can arise, it is essential that employees comply with the established procedures to avoid disruptions to business operations. Unauthorized leave, excessive absenteeism, and falsification of leave records are taken seriously and may result in disciplinary action, up to and including termination, depending on the severity and recurrence of the violation. We encourage employees to reach out to HR if they need assistance in understanding or applying this policy.

We also believe in the value of feedback and continuous improvement. Therefore, this **Leave Policy** will be reviewed annually, ensuring that it remains relevant, fair, and in compliance with the latest legal standards. Changes to the policy, when necessary, will be communicated promptly to all employees, and we will take into account employee feedback during the review process. By maintaining an open dialogue about the policy and being flexible in addressing the diverse needs of our workforce, we aim to create a supportive environment for everyone at **AKAIWorks LLP**.

Employees are encouraged to familiarize themselves with this policy and take full advantage of their leave entitlements to maintain a healthy work-life balance. We understand that balancing



work and personal life can be challenging, but by respecting the guidelines laid out in this policy, we can ensure that both the company and its employees succeed and thrive.

By following the guidelines in this **Leave Policy**, employees contribute to maintaining a well-structured and harmonious workplace. We believe that a fair and transparent approach to leave benefits not only enhances employee morale and well-being but also ensures the overall success and sustainability of **AKAIWorks LLP**.

Should you have any questions or require clarification on any aspect of this policy, please feel free to contact the HR department for further guidance and assistance.

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This **Leave Policy** is a vital part of our commitment to our employees and reflects our dedication to maintaining a positive and supportive work environment for all. We appreciate your cooperation in following this policy and look forward to continuing to build a successful and healthy workplace together.