

Leave Policy

1. Introduction

Inazuma.co recognizes the importance of providing employees with adequate time off to maintain a healthy work-life balance, attend to personal matters, and fulfill their civic responsibilities. This Leave Policy outlines the various types of leave available to employees, the procedures for requesting and utilizing leave, and the guidelines governing leave entitlements. This policy aims to ensure fairness, consistency, and compliance with all applicable laws and regulations.

2. Purpose and Objectives

The purpose of this Leave Policy is to:

- Establish a clear and comprehensive framework for managing employee leave.
- Define the different types of leave available to employees.
- Outline the procedures for requesting, approving, and utilizing leave.
- Ensure that leave is administered fairly and consistently across the organization.
- Support employee well-being and work-life balance.
- Comply with all applicable legal and regulatory requirements.
- Minimize disruption to business operations while accommodating employee leave needs.

3. Scope

This policy applies to all regular full-time and part-time employees of Inazuma.co. Contract employees, interns, and temporary staff may be covered by separate leave provisions as outlined in their respective contracts or agreements.

4. Definitions

Term	Definition
Accrual	The process by which employees earn or accumulate leave entitlements over time.

Carryover	The ability to transfer unused leave balance from one leave year to the next.
Encashment	The payment of accrued leave balance in cash to an employee.
Leave Year	The 12-month period used for calculating leave entitlements (e.g., calendar year, fiscal year, or anniversary year).
Paid Leave	Leave for which an employee receives their regular salary or wages.
Unpaid Leave	Leave for which an employee does not receive their regular salary or wages.
Leave Balance	The amount of leave an employee has available at any given time.
Immediate Family Member	For the purposes of this policy, immediate family member typically includes: spouse, parents, children, siblings. The definition may be expanded for

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	specific leave types (e.g., bereavement leave)
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5. Types of Leave

Inazuma.co offers the following types of leave to eligible employees:

- **5.1 Earned Leave (EL)**

- Earned Leave, also known as Annual Leave or Privilege Leave, is accrued by employees based on their length of service. It can be used for vacations, personal needs, or other planned absences.
- **Accrual:** Employees accrue Earned Leave at the rate of [Number] days per [Period] of service. For example: 1 day for every 20 days of work.
- **Eligibility:** All regular employees are eligible to accrue Earned Leave.
- **Maximum Accrual/Carryover:** An employee may accrue a maximum of [Number] days of Earned Leave. A maximum of [Number] days of Earned Leave can be carried over to the next leave year.
- **Utilization:** Earned Leave must be requested in advance, except in cases of emergency.
- **Encashment:** Employees may be allowed to encash accrued Earned Leave under certain conditions, such as during employment, or upon termination/retirement, subject to company policy and local laws.
- **Leave Year:** For the purpose of Earned Leave, Inazuma.co will follow the [Calendar/Fiscal/Anniversary] year.

- **5.2 Casual Leave (CL)**

- Casual Leave is provided for short-term absences due to unforeseen circumstances or personal exigencies.
- **Entitlement:** Employees are entitled to [Number] days of Casual Leave per leave year.
- **Eligibility:** All regular employees are eligible for Casual Leave.
- **Utilization:** Casual Leave should be applied for in advance whenever possible, but may be taken for unforeseen circumstances with notification to the reporting manager as soon as possible.
- **Carryover:** Casual Leave cannot be carried over to the next leave year.
- **Maximum limit:** Casual leave can be taken for a maximum of [Number] consecutive days.

- **5.3 Sick Leave (SL)**

- Sick Leave is provided to employees who are unable to work due to illness or injury.
 - **Entitlement:** Employees are entitled to [Number] days of Sick Leave per leave year.
 - **Eligibility:** All regular employees are eligible for Sick Leave.
 - **Utilization:** Employees must notify their reporting manager as soon as possible in the event of illness. A medical certificate may be required for absences exceeding [Number] days.
 - **Carryover:** Sick Leave may/may not be carried over to the next leave year, as per company policy and local laws.
 - **Combination:** Casual leave can be combined with sick leave in case the sick leave balance is exhausted.
- **5.4 Maternity Leave (ML)**
 - Maternity Leave is provided to female employees for pregnancy, childbirth, and related medical conditions.
 - **Eligibility:** Female employees who have completed [Number] days of service with Inazuma.co are eligible for Maternity Leave, as per the Maternity Benefit Act or relevant local laws.
 - **Duration:** The duration of Maternity Leave will be [Number] weeks, as per legal requirements. This may include prenatal and postnatal leave.
 - **Pay:** Employees will receive [Percentage] of their regular salary during Maternity Leave, as per legal requirements.
 - **Additional Benefits:** Inazuma.co may provide additional benefits, if any, beyond the legally mandated requirements.
 - **5.5 Paternity Leave (PL)**
 - Paternity Leave is provided to male employees for the birth of their child.
 - **Eligibility:** Male employees are eligible for Paternity Leave.
 - **Duration:** The duration of Paternity Leave will be [Number] days.
 - **Pay:** Employees will receive [Percentage] of their regular salary during Paternity Leave.
 - **5.6 Compensatory Leave (Comp-Off)**
 - Compensatory Leave is granted to employees who are required to work on a holiday or weekend.
 - **Eligibility:** Employees who are required to work on a holiday or weekend with prior approval from their manager are eligible for Comp-Off.
 - **Utilization:** Comp-Off must be taken within [Number] days of the date on which the employee worked on the holiday or weekend.

- **Approval:** Availing of compensatory off is subject to the approval of the reporting manager.
- **5.7 Bereavement Leave**
 - Bereavement Leave is provided to employees in the event of the death of an immediate family member.
 - **Eligibility:** All regular employees are eligible for bereavement leave.
 - **Duration:** The duration of bereavement leave will be [Number] days.
 - **Immediate Family Member:** For the purpose of bereavement leave, immediate family member includes: [Define the members]
- **5.8 Leave Without Pay (LWP)**
 - Leave Without Pay is an unpaid leave of absence that may be granted to employees for various reasons, subject to management approval.
 - **Eligibility:** Regular employees who have exhausted their paid leave balances may be eligible for LWP.
 - **Duration:** The duration of LWP will be determined on a case-by-case basis, subject to business needs and management approval.
 - **Approval:** All LWP requests must be approved by the reporting manager and the HR department.
 - **Impact:** LWP may impact salary, benefits, and service accrual.
- **5.9 Other Leaves**
 - **5.9.1 Jury Duty Leave:** Inazuma.co will provide paid leave to employees who are required to serve on jury duty.
 - **5.9.2 Military Leave:** Inazuma.co will comply with all legal requirements regarding leave for employees who are called to active military duty.
 - **5.9.3 Special Leave:** Inazuma.co may grant special leave for specific purposes, such as attending professional conferences, participating in volunteer activities, or other approved events, subject to management discretion. The conditions and duration of such leave will be determined at the time of approval.
 - **5.9.4 Study Leave:** Employees may be granted leave to pursue higher education or professional development upon approval.

6. Leave Entitlement Summary

The following table summarizes the leave entitlements for each type of leave:

Type of	Eligibili	Entitle	Carryo

Leave	ty	ment	ver
Earned Leave (EL)	All regular employees	1 day per 20 days of service	Up to 30 days
Casual Leave (CL)	All regular employees	12 days per leave year	No carryover
Sick Leave (SL)	All regular employees	10 days per leave year	Yes, up to 30 days
Maternity Leave (ML)	Eligible female employees	12 weeks	N/A
Paternity Leave (PL)	Eligible male employees	5 days	N/A
Compensatory Leave (Comp-Off)	Employees working on holiday/weekend	As approved	Must be taken within 30 days
Bereavement Leave	All regular employees	5 days	N/A
Leave Without Pay (LWP)	Employees who have	Case-by-case, subject	No

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	exhausted paid leave	to approval	
Jury Duty Leave	As per legal requirement	As per legal requirement	N/A
Military Leave	As per legal requirement	As per legal requirement	N/A
Special Leave	Subject to approval	Case-by-case, subject to approval	Case-by-case
Study Leave	Subject to approval	Case-by-case	Case-by-case

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7. Leave Application and Approval Process

- **7.1 Application:** Employees must submit a leave request to their reporting manager using the designated leave application form or online system, preferably [Number] days in advance for planned leave and as soon as possible for unplanned leave.
- **7.2 Approval:**
 - The reporting manager is responsible for reviewing and approving or denying leave requests, considering factors such as business needs, staffing levels, and the employee's leave balance.
 - For extended leave requests (exceeding [Number] days), approval from the department head and/or the HR department may be required.
 - The manager must communicate the decision to the employee in a timely manner.

- **7.3 Documentation:** Employees may be required to provide supporting documentation for certain types of leave, such as a medical certificate for Sick Leave or a death certificate for Bereavement Leave.
- **7.4 System Update:** All approved leaves must be recorded in the HRIS system.

8. Leave Encashment

- 8.1 Employees may be eligible to encash earned leave as per the company policy and local laws.
- 8.2 The policy will define the conditions under which leave can be encashed, the maximum amount of leave that can be encashed, and the method of calculating the encashment value.
- 8.3 Encashment of leave is subject to the approval of the management.

9. ارتباط

- 9.1 Carry Forward of Leave: The policy will specify the maximum number of days of earned leave that can be carried forward to the next year. It will also specify if other leaves can be carried forward.
- 9.2 Leave During Probation: The policy will define the leave eligibility for employees who are on probation.
- 9.3 Leave and Holidays: The policy will specify how holidays that fall during a leave period will be treated.

10. General Guidelines

- **10.1 Leave requests will be considered based on business needs and staffing requirements.**
- **10.2 Employees are responsible for planning their leave in advance whenever possible.**
- **10.3 Employees must ensure that their work is covered during their absence.**
- **10.4 Failure to comply with the leave application process may result in the leave being denied or treated as unauthorized absence.**
- **10.5 Unauthorized absence may be subject to disciplinary action.**
- **10.6 Inazuma.co reserves the right to modify or amend this policy at any time, subject to applicable laws and regulations.**

11. Policy Administration

The HR department is responsible for the administration of this policy, including:

- Maintaining accurate leave records.

- Providing guidance and interpretation of the policy to employees and managers.
- Ensuring compliance with all applicable laws and regulations.
- Reviewing and updating the policy as needed.

12. Policy Review

This policy will be reviewed and updated periodically, or as needed, to ensure its effectiveness and compliance with changing laws and regulations.

