INTRODUCTION We recognize the importance of enabling flexibility to Employees while they take care of personal, domestic and social necessities. Parkar employees are eligible for paid leave for a fixed number of days as defined by Parkar internal policy and statutory requirements. However, there may be personal reasons, for example, prolonged illness of the employee, childcare, higher education and so on, wherein an employee may need additional time away from work. PURPOSE The purpose of the leave policy is as follows: 1. To extend support to employees during various life stages or during personal emergencies. 2. To encourage employees to focus on continuous learning throughout their tenure in Parkar Global Technologies Private Limited by providing time away from work for further education. TYPES OF LEAVES AND HOLIDAYS Leave Type Details Casual Leaves (CL) CLs will be credited on pro-rata basis for the calendar year i.e. 1st January to 31st December. You can accrue a maximum of 8 CL in a calendar year depending on your date of joining. For New Joiners: CLs will be credited depending on the month of joining If you join before 15th of the month, 0.67 leaves will be credited for that month. If you join post 15th of the month, 0.33 leave will be credited for that month. Not more than 3 CLs can be availed consecutively and cannot be combined with Earned leaves. CLs are not entitled for any year on carry over and encashment. Un-utilized CLs will be lapsed by year end. Company Holidays You will get 10 holidays (9 Fixed Holidays + 1 optional holiday). Employees can choose 1 holiday out of 2 festive days listed) Company Holidays. These are published and updated in the HR tool. All optional holidays must be planned and informed in advance (min 15 days prior). Sick Leave (SL) Sick leaves will be credited to employees in Gujarat in line with statutory compliances. Seven (7) days of sick leave will be credited to eligible employees annually. Sick leaves are calculated based on the calendar year, from 1st January to 31st December. Unutilized sick leaves will lapse at the end of the calendar year i.e. 31st December and will not be carried forward. For New Joiners: SL will be credited on pro-rata basis. If you join before 15th of the month, 0.58 leaves will be credited for that month. If you join after the 15th of the month, 0.29 leave will be credited for that month. For sick leave availed for 3 days or more, a medical certificate will be required to be uploaded in in the HRMS for approval