

HR Policy on Leave

Company: Revelio

Date: July 29, 2023

1. Introduction

At Revelio, we recognize the importance of work-life balance and the well-being of our employees. This HR policy on leave outlines the guidelines and provisions for casual/sick leaves and earned leaves for all our employees.

2. Casual/Sick Leaves

2.1. Eligibility

All regular full-time employees are eligible for casual/sick leaves from their date of joining.

2.2. Entitlement

Each employee is entitled to 12 casual/sick leaves per calendar year.

2.3. Utilization

Casual/sick leaves are intended for unplanned absences due to illness, injury, or other personal emergencies. Employees must inform their immediate supervisors or the HR department as soon as possible when taking casual/sick leave.

2.4. Documentation

Employees are required to provide appropriate documentation, such as a medical certificate, when availing three or more consecutive casual/sick leaves. In cases of prolonged absence, the HR department may request periodic updates from the employee's healthcare provider.

3. Earned Leaves

3.1. Eligibility

All regular full-time employees are eligible for earned leaves after successfully completing six months of continuous service with Revelio.

3.2. Entitlement

Each employee is entitled to 18 earned leaves per calendar year.

3.3. Accrual and Carry Forward

Earned leaves will accrue on a monthly basis, and a maximum of 9 earned leaves can be carried forward to the next calendar year. Any excess earned leaves beyond the carry-forward limit will be forfeited.

3.4. Utilization

Employees are encouraged to plan and take earned leaves for rest, relaxation, and personal commitments. Prior approval from the immediate supervisor is mandatory before availing earned leaves to ensure smooth workflow and operational continuity.

3.5. Notice Period

Employees must submit their leave requests in advance, except in cases of unforeseen circumstances. The notice period required will be determined based on the nature of the leave and the operational requirements.

4. Leave Encashment

Earned leaves can be encashed at the end of the calendar year for employees who have not utilized more than 9 earned leaves in the respective year. The encashment will be done at the employee's basic salary rate.

5. Leave Policy Violation

Any misuse of leave or failure to comply with the provisions of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation.

6. Policy Review

This leave policy will be reviewed periodically to ensure it remains relevant and aligned with the organization's objectives and any changes in legal requirements.

Revelio aims to support its employees in maintaining a healthy work-life balance while fulfilling their professional commitments. This leave policy is designed to achieve this objective and promote a productive and harmonious work environment.

Please note that this policy is subject to change at the discretion of the management of Revelio.

Signed,

[Revelio CEO]

[Revelio]

[Date: July 29, 2023]