Company Leave Policy

- **Effective Date:** January 1, 2025
- **Last Updated:** September 24, 2025
- **Applies to:** All full-time and part-time employees

1. @ Purpose

The purpose of this leave policy is to outline the types of leave available to employees and the procedures for requesting time off. We aim to provide a fair and transparent system that supports employee well-being while ensuring continuity of work.

2. () Types of Leave

2.1. Annual Leave (Paid Time Off - PTO)

- **Eligibility:** All full-time employees
- **Accrual:** 1.75 days per month (21 days per year)
- **Carry Forward:** Up to 5 unused days can be carried forward to the next calendar year
- **Usage:** Requires manager approval and minimum 3 days' notice

2.2. Sick Leave

- **Eligibility:** All employees
- **Entitlement:** 12 days per year (non-cumulative)
- **Documentation:** Medical certificate required for absences longer than 2 days
- **Notification:** Inform the manager within 24 hours of illness

2.3. Casual Leave

- **Entitlement:** 8 days per year
- **Usage:** For short-term personal reasons
- **Approval:** Prior approval required where possible

2.4. Maternity / Paternity Leave

- **Maternity Leave:** Up to 26 weeks (as per applicable law)
- **Paternity Leave:** 10 days
- **Notification:** At least 8 weeks' advance notice

2.5. Bereavement Leave

- **Entitlement:** Up to 5 working days
- **Eligibility:** Death of an immediate family member
- **Proof:** May require documentation

2.6. Leave Without Pay (LWP)

- **Eligibility:** On request, subject to manager and HR approval
- **Usage:** For personal emergencies or extended time off needs
- **Impact:** Does not affect job status, but may affect benefits depending on duration

3. The Leave Request Procedure

- 1. Submit leave request via the HR portal or email
- 2. Include:
 - Type of leave
 - Dates
 - Reason (if required)
- 3. Manager reviews and approves/rejects
- 4. HR updates leave records

4. Leave Encashment

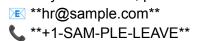
- **Encashment:** Allowed only at the end of the calendar year for up to 5 unused annual leave days
- **Eligibility:** Must have completed at least 12 months of continuous service

5. Important Notes

- Unauthorized absence may lead to disciplinary action
- Holidays falling during leave period will not be counted as leave
- In case of resignation, encashment or adjustment of unused leaves will be as per final settlement

6. 📌 Contact

For any clarification, please contact:



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