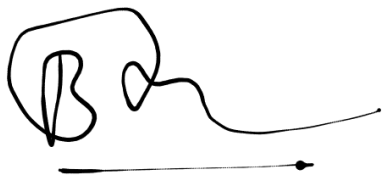


 NEW AGE	Leave Policy	Version:	1.1
		Code:	NA-PL-13

Leave Policy



12-6-24

CEO's Approval

	<h1>Leave Policy</h1>	Version:	1.1
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1. Policy Objectives

This policy outlines the types of leave available to employees, eligibility criteria, and the procedures for requesting and approving leave. It aims to support employee well-being while maintaining operational efficiency.

2. Policy

- This policy applies to all C1 team members irrespective of their weekly limits.
- We follow flexible hours model, all partners are free to define which time to work except for the following, they shall organize their time according to the requirements of the company:
 1. Meetings (Departmental, Company, Trainings, etc...)
 2. Urgent Tasks & Messages
 3. Deadlines set by Direct Managers
- **Eligibility for Paid Leaves:** All team members who pass 1 year with New Age will be eligible for a 1-week paid leave/vacation per year by submitting a Leave Application Form on the portal a week in advance (according to their weekly contract limit, e.g.: member weekly limit is 20 hours/week, they are eligible for 20 hours paid leave/year).
- All team members are eligible for applying for maximum of 3 weeks of unpaid leaves (according to their weekly contract limit, e.g.: member weekly limit is 20 hours/week, they are eligible for 60 hours unpaid leave/year).
- Team members cannot apply for more than 1 consecutive week of vacations (Unless authorized by the CEO).
- Team members who expect to not meet their weekly limit for any of the below reasons must apply for a leave
 1. Who have a pre-planned vacation need to apply for a leave a week in advance.
 2. Who want to take time off from work due to illness or medical condition.
 3. Who want to take time off from work due to personal exigencies which are not related to illness or medical condition.

Types of Leave			
#	Leave Type	Description	Requirements
1	Vacation Leave	Used for personal time off for rest, relaxation, and travel.	<ul style="list-style-type: none"> • Employees must notify their manager one week in advance and apply for leave on portal.
2	Sick Leave	Used for health-related absences due to illness or medical appointments.	<ul style="list-style-type: none"> • Employees must notify their supervisor as soon as possible, preferably before their work time starts, if they are unable to work due to illness. In case of any prior medical appointments/ scheduled surgery / any other scheduled medical appointments, manager to be notified in advance. • A medical certificate is required for sick leave exceeding 3 consecutive days. Failure to provide certification may result in unpaid leave/ violation of the policy. Medical Certificate provided to HR should be translated in universal language i.e. English.
3	Personal Leave	Used for personal matters that cannot be scheduled outside of work hours. This can include handling personal errands, attending to legal matters, family responsibilities, or other urgent personal issues.	<ul style="list-style-type: none"> • Employees must request personal leave at least 2 days in advance, where possible. Approval is subject to managerial discretion.

- All leave approval except sick leaves is at the discretion of management and subject to business needs.
- All leave requests must be submitted strictly through the [\[Leave Request Form\]](#) through New Age's portal.
- Leave requests will be reviewed and approved based on business needs and staffing levels. Managers should provide a response within 24 days of receiving a request.

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- HR department is responsible for maintaining accurate records of all leave taken by employees on monday.com.
- Eligible paid leave cannot be carried over to the next year and must be used within the calendar year.
- Abuse of leave policies, such as taking excessive or unauthorized leave, may result in disciplinary action. Employees are expected to use leave entitlements responsibly and in accordance with this policy.
- HR department is responsible for submitting eligible paid leaves to the finance to be processed and paid.
- Paid leaves must be paid within 5 working days of the next billing cycle.

3. Roles & Responsibilities Summary

- **All Employees:**

1. Submit leave requests according to the requirements of the Leave Policy.
2. Align with managers & other team members to make sure the work is covered during their leave.

- **All Managers**

1. Review and approve leave requests within 24 working hours.
2. Ensure all leave requests won't obstruct business needs.

- **HR Team:**

1. Process Leave requests.
2. Maintain Leave records.
3. Ensure the validity and eligibility of Paid leaves.
4. Submit eligible paid leaves to the finance team to be paid.

- **Finance Team**

1. Review and process eligible paid leave requests

Policy Appendices		
#	Appendix Name	Description
1	Leave Request Form	A form on the Portal that gets filled by team members to request a leave.