

# Leave Policy

## 4th Dimension Architects

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### 1. Purpose

This policy outlines the leave entitlements and procedures for all employees of 4th Dimension Architects.

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### 2. Leave Types & Entitlements

#### 2.1 Earned Leave (EL) / Privilege Leave (PL)

Parameter	Details
Entitlement	18 days per calendar year
Accrual	1.5 days per month
Carry Forward	Maximum 6 days to next year
Encashment	Up to 10 days at year-end (if balance > 15)
Advance Notice	Minimum 7 days
Approval	Team Leader / Principal

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**Guidelines:** - Cannot be combined with other leave types for more than 5 consecutive days without approval - Maximum 15 consecutive days at a time - Not available during probation period

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#### 2.2 Casual Leave (CL)

Parameter	Details
Entitlement	6 days per calendar year
Accrual	Available from joining
Carry Forward	Not allowed
Encashment	Not allowed
Advance Notice	24 hours (or same day for emergencies)
Approval	Team Leader

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**Guidelines:** - Maximum 2 consecutive days - Not to be combined with EL without approval - For personal/urgent matters

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## 2.3 Sick Leave (SL)

Parameter	Details
Entitlement	12 days per calendar year
Accrual	Available from joining
Carry Forward	Not allowed
Encashment	Not allowed
Medical Certificate	Required for 3+ consecutive days
Approval	Team Leader / HR

**Guidelines:** - Inform supervisor as early as possible on day of absence - Submit medical certificate within 2 days of return - Company may request second opinion for extended illness

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## 2.4 Maternity Leave

Parameter	Details
Entitlement	26 weeks (as per Maternity Benefit Act)
Eligibility	Female employees with 80+ days of service
Extension	Up to 4 weeks additional (unpaid)
Notice	8 weeks before expected delivery
Documents	Medical certificate required

**Guidelines:** - Can be taken before or after delivery - Work-from-home option may be available post-leave - Job protection as per statutory requirements

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## 2.5 Paternity Leave

Parameter	Details
Entitlement	5 working days
Eligibility	Male employees on birth of child
Period	Within 1 month of child's birth
Documents	Birth certificate

## 2.6 Bereavement Leave

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Relationship	Days Allowed
Spouse, Child, Parent	5 days
Sibling, Grandparent, In-law	3 days
Extended family	1 day

**Guidelines:** - Inform HR/supervisor immediately - Death certificate may be required

## 2.7 Marriage Leave

Parameter	Details
Entitlement	3 working days
Eligibility	First marriage of employee
Notice	Minimum 2 weeks advance
Documents	Marriage invitation/certificate

## 2.8 Compensatory Off (Comp-Off)

Parameter	Details
Eligibility	Working on holidays/weekends
Validity	Must be used within 30 days
Approval	Prior approval from Team Leader
Carry Forward	Not allowed

# 3. Leave Application Process

## 3.1 How to Apply

1. **Login** to the 4th Dimension Portal
2. Navigate to **My Work > Leave Application**
3. Select **Leave Type** and dates
4. Add **Reason** and any attachments
5. **Submit** for approval

## 3.2 Approval Workflow

Employee → Team Leader → [HR for special leaves]

## 3.3 Advance Notice Requirements

Leave Type	Notice Required
Earned Leave	7 days
Casual Leave	24 hours
Sick Leave	Same day (before 10 AM)
Maternity	8 weeks
Paternity	2 weeks

## 4. Public Holidays

### 4.1 Fixed Holidays (2025)

#	Holiday	Date
1	Republic Day	January 26
2	Holi	March 14
3	Good Friday	April 18
4	Independence Day	August 15
5	Janmashtami	August 16
6	Gandhi Jayanti	October 2
7	Dussehra	October 2
8	Diwali	October 20-21
9	Christmas	December 25

*Note: Actual holiday list announced annually*

### 4.2 Optional Holidays

- 2 optional holidays per year
- Choose from a list provided by HR
- Apply 7 days in advance

## 5. Leave Without Pay (LWP)

Parameter	Details
Eligibility	When paid leave exhausted
Approval	Principal approval required
Impact	Salary deducted proportionally
Duration	Maximum 30 days per year

## 6. General Rules

### 6.1 Do's

- ✓ Plan leaves in advance
- ✓ Ensure project handover before leave
- ✓ Update calendar with leave dates
- ✓ Remain contactable for emergencies (for key personnel)
- ✓ Submit medical certificates on time

### 6.2 Don'ts

- ✗ Take unauthorized absence
  - ✗ Extend leave without prior approval
  - ✗ Provide false reasons/documents
  - ✗ Take excessive short leaves (pattern abuse)
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## 7. Leave During Probation

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Leave Type	Available?
Casual Leave	Yes (prorated)
Sick Leave	Yes (prorated)
Earned Leave	Accrues but cannot be used

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## 8. Leave During Notice Period

- Earned Leave: Cannot be taken (may be encashed)
  - Casual/Sick: At management discretion
  - Unauthorized absence: Extended notice period
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## 9. Contact

For leave-related queries: - **HR Team:** [hr@4thdimensionarchitect.com](mailto:hr@4thdimensionarchitect.com)  
- **Portal Support:** [support@4thdimensionarchitect.com](mailto:support@4thdimensionarchitect.com)

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