

Leave Policy

4th Dimension Architects

1. Purpose

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

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

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

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

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

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

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

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

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

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

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
- **Portal Support:** support@4thdimensionarchitect.com

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