

Leave Policy - Nebula9.ai

1. Scope

This policy is applicable to all on-roll employees of Nebula9 (Excluding Interns and Contract Workers).

2. Leave Entitlement

All employees are entitled to a total of **21 days** of leave per calendar year (January to December). These 21 days are distributed as follows:

1. Sick Leave (SL): 9 days
2. General Leave (GL): 12 days

Note: Maternity Leave, Paternity Leave, Paid Holiday, Leave Without Pay (LWP) are separate from the above 21 days.

3. Guidelines

1. Leave Calculation

- All leaves are calculated on a calendar-year basis (1st January to 31st December).
- Sick Leave (SL) is credited at the start of the calendar year (pro-rata for new joiners).
- General Leave (GL) is credited on a monthly pro-rata basis.

2. Pro-rata for New Joinees

- Employees who join Nebula9 after a specified cutoff date will receive leave entitlements on a pro-rata basis for the remainder of the year.
- All leaves shall be calculated on a pro-rata basis from the date of joining of the employees. Employees joining before 15th of the month will be entitled to a full month of entitled leave and if an employee joins post 15th of the month, leave will be accrued at 50% for that month.

3. Probation Period

- GL can be availed only after successful completion of the probation period and confirmation of employment (3 Months from DOJ).
- During probation, an employee's entitlement to SL is subject to the company's discretion.

4. Availing Sick Leave (SL)

- Normally, SL **cannot be availed for more than 3 days** at a stretch.

- If an employee takes SL for **more than 3 days**, a medical certificate from a doctor is required.
 - The company reserves the right to refer any employee to a company-appointed doctor to ascertain the genuineness of the illness.
5. **Availing General Leave (GL)**
- Employees intending to take 2 days or more of GL should apply well in advance to ensure smooth workflow management.
 - GL can be availed only once credited in the employee's leave balance, and after the probation period is successfully completed.
6. **Leave During Notice Period**
- Employees serving their notice period typically will not be entitled to any leave unless approved under exceptional circumstances by the Reporting Manager and Head HR.
-

4. Festivals and Paid Holidays

- Nebula9 will announce a list of **paid holidays** (festivals, national holidays, etc.) at the beginning of every calendar year.
- Paid holidays cannot be carried forward or encashed.

Below is the List of Paid Holidays for 2025

<u>S.No</u>	Holiday
1	New Year's Day
2	Republic Day
3	Maha Shivaratri
4	Holi
5	Independence Day
6	Raksha Bandhan
7	Gandhi Jayanti
8	Dussehra (Vijayadashami)
9	Diwali
10	Christmas Day

5. Leave Without Pay (LWP)

1. If an employee has **negative or insufficient leave balance**, they may apply for Leave Without Pay.
 2. The Reporting Manager will review and recommend approval to the Relevant Representative.
 3. Any holidays or weekends falling within the LWP duration will also be considered unpaid.
 4. For LWP requests exceeding **5 days**, Founder approval is mandatory.
 5. Salary will not be credited for the duration of LWP.
-

6. Maternity Leave

- Maternity leave and related benefits shall be granted as per the **Maternity Benefit Act, 1961**.
-

7. Paternity Leave

1. **3 Days** of Paternity Leave will be granted to male employees on account of childbirth or adoption of a child.
 2. Paternity Leave can be availed for up to **2 children**.
 3. Paternity Leave must be used within **15 days of the child's birth** (or adoption).
-

8. Leave Application Process

1. Employees must apply for all leaves through the designated Leave Tracker.
 2. The leave is considered valid only after approval by the Reporting Manager.
 3. Unapproved leaves will be treated as **Leave Without Pay** or **Loss of Pay**.
-

9. Leave Accumulation, Carry Forward, and Settlement Policy

1. **Annual Accumulation Limit**
 - At the end of each calendar year, employees can **carry forward up to 50% of their unused Sick Leave and General Leave** to the next year.
 - The total accumulated leave (after carry forward) must not exceed **[10 days]** at any point. Any leaves beyond this limit will get lapsed.
 2. **Leave Settlement**
 - All accumulated leave balance will be settled in the full and final settlement during separation based on the balance at that time.
 - Leave encashment is calculated on **basic salary** and is processed through the **payroll** cycle.
-

10. Exceptions

1. This policy may be modified, amended, or altered by the Management at any time to meet business or statutory requirements.
2. In case of any doubt, interpretation by the **Founder/HeadHR** shall be final.