

# Leaves Policy - India

The leave policy is designed to provide adequate time off for employees to recharge, attend to personal matters, and maintain a healthy work-life balance. It includes provisions for annual leaves, sick leaves, and maternity leaves. Specific leave entitlements vary by role and seniority.

## **Junior Level**

Annual: 12

Sick: 6

Maternity: 26

## **Mid Level**

Annual: 15

Sick: 8

Maternity: 26

## **Senior Level**

Annual: 18

Sick: 10

Maternity: 26

## **Manager Level**

Annual: 20

Sick: 12

Maternity: 26

## **Senior Manager Level**

Annual: 22

Sick: 14

