

# Art Technology – Leave Policy

## 1. Purpose

The Leave Policy of **Art Technology** is designed to provide employees with adequate time off for rest, personal needs, illness, and special life events, while ensuring smooth business operations.

---

## 2. Applicability

This policy applies to:

- All full-time employees of Art Technology
  - Contract or probationary employees (leave eligibility may vary as specified)
- 

## 3. Leave Year

- Leave is calculated on a **calendar year basis** (January 1 to December 31).
  - Leave balances are credited annually or monthly as applicable.
- 

## 4. Types of Leave

### 4.1 Casual Leave (CL)

- **Eligibility:** All full-time employees
  - **Entitlement:** 12 days per year
  - **Purpose:** Personal matters, short-term needs, or emergencies
  - **Rules:**
    - Can be taken for half-day or full-day
    - Prior approval from the reporting manager is required
    - Cannot be carried forward or encashed
- 

### 4.2 Sick Leave (SL)

- **Eligibility:** All full-time employees
- **Entitlement:** 12 days per year
- **Purpose:** Illness, medical emergencies, or recovery
- **Rules:**
  - Medical certificate required if sick leave exceeds 2 consecutive days

- Unused sick leave cannot be encashed
  - May be carried forward up to 24 days
- 

#### **4.3 Earned / Privilege Leave (EL / PL)**

- **Eligibility:** Employees who complete 6 months of service
  - **Entitlement:** 18 days per year
  - **Purpose:** Planned vacations or extended time off
  - **Rules:**
    - Must be applied at least 7 days in advance
    - Can be carried forward up to 45 days
    - Encashment allowed as per company policy at the time of separation
- 

#### **4.4 Compensatory Off (Comp-Off)**

- Granted for working on weekends or public holidays with prior approval
  - Must be availed within **30 days**
  - Lapses if not used within the validity period
- 

#### **4.5 Maternity Leave**

- Applicable to female employees as per the **Maternity Benefit Act**
  - **Entitlement:** Up to 26 weeks
  - Must inform HR at least 8 weeks in advance
- 

#### **4.6 Paternity Leave**

- Applicable to male employees
  - **Entitlement:** 5 working days
  - To be availed within 30 days of childbirth
- 

#### **4.7 Bereavement Leave**

- **Entitlement:** Up to 3 days
  - Applicable in the event of death of an immediate family member
- 

#### **4.8 Loss of Pay (LOP)**

- If leave balance is exhausted, additional leave may be granted as **Loss of Pay**
  - Subject to approval by the reporting manager and HR
- 

## 5. Public Holidays

- Art Technology will observe **company-declared public holidays**
  - Holiday list will be shared at the beginning of each calendar year
- 

## 6. Leave Application Process

1. Employees must apply for leave via the designated HR system or email
  2. Manager approval is mandatory
  3. Emergency leave should be informed at the earliest possible time
- 

## 7. Leave During Notice Period

- Leave during the notice period is generally discouraged
  - Any leave taken during this period may extend the notice duration
- 

## 8. Misuse of Leave

- Misuse or falsification of leave records may lead to disciplinary action
- 

## 9. Policy Amendments

Art Technology reserves the right to modify this policy at any time to align with business requirements or statutory regulations.