



Circular Notification - Policy for the year 2026

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Best Wishes for year 2026!!

Dear Team Multiminds,

As you all are aware, we are growing company and we are taking necessary decisions time to time for the improvement, growth and employee benefits **for building great culture in the organization and common policy across the organization.**

Beginning with the year 2026, the following policies are set forth in the sections to follow:

1 Privilege leave (Planned Leave)

1. Eligibility and Credit

- After completion of the probation period, employees will receive 1 PL per month.
- Unused PL will be carried forward to the next month.

2. Probation Period

- PL and SL are not applicable during the probation period.

3. Leave Intimation

- For 2 or more PL days, employees must inform at least 1 week in advance.
- For 1 PL day, employees must inform at least 3 days in advance.
- For half day leave, employees must inform at least 1 day in advance.

4. Non-compliance

- If above intimation rules are not followed, the leave will be considered unpaid and salary will be deducted accordingly, whether balance PL is available or not. Privilege Leave (PL) will be considered as **paid leave only after approval from Management or HR**.
- If PL is taken **without Management or HR approval**, the leave will be treated as **unpaid** and **salary will be deducted accordingly**, even if PL balance is available.

5. Approval

- PL requests must be emailed to **leaves.mmt@gmail.com** and approved by the reporting manager.

6. Restrictions

- PL cannot be combined with SL, C-OFF, Remote Work, or Holidays unless approved by management.

7. During Notice Period

- PL cannot be adjusted against the notice period.
- If PL is taken during notice period, the notice period will be extended by the same number of days.

2 Sick leave

1. Eligibility

- After completion of the probation period, employees will receive 1 SL per quarter. Each quarter consists of 3 months. For example: First quarter will be January, February, and March, and the next quarters will follow accordingly.
- SL cannot be carried forward to next quarter or encashed.
- Sick Leave (SL) will be considered as **paid leave only after approval from Management or HR**.
- If SL is taken **and it will not approve from management or HR**, the leave will be treated as **unpaid and salary will be deducted accordingly**, even if SL balance is available.

2. Restrictions

- SL cannot be combined with PL, C-OFF, Outdoor Duty, Remote Work, Holidays, or Weekly Offs.

3. During Notice Period

- SL may be approved based on requirement.
- If SL is taken during notice period, the notice period will be extended by the same number of days.

3 Marriage Leave Policy

1. Eligibility

- For an employee's own marriage, the company allows 15 days leave.

2. Intimation

- The employee must inform the company at least 1.5 months in advance.

3. Conditions

- Marriage leave cannot be extended beyond 15 days. If an employee extends leave beyond 15 days, the company reserves the right to take necessary action based on the situation and business requirements.

4 Sandwich Leave Rule

1. If leave is taken before and after a public or festival holiday, all the days will be counted as leave.
2. If leave is taken between multiple consecutive holidays, the full duration will be counted as leave.
3. The sandwich leave rule applies when an employee takes leave between a company holiday and weekly offs. In such cases, all intervening days are counted as leave.

Examples:

- Holiday on Tuesday, leave on Monday and Wednesday: all 3 days counted as leave.
- Holidays on Saturday and Sunday, leave on Friday and Monday: all 4 days counted as leave.
- If Thursday is a company holiday, the employee takes leave on Friday, and Saturday and Sunday are weekly offs, then as per the sandwich leave rule, Thursday, Friday, Saturday, and Sunday will all be counted as leave.

5 Maternity Leave Policy

1. Eligibility

- Only female employees are eligible for maternity leave after completing 3 years of service and entering the 4th year of employment with the company.

2. Duration

- Eligible employees are entitled to 3 months of maternity leave.

3. Salary Payment Condition

- The salary for the 3 months of maternity leave will be paid in the next increment cycle, provided the employee continues employment with the company.
- If the employee does not continue her contract with the company, the deferred maternity leave salary will not be paid.

4. Work From Home Facility

- After maternity leave, the employee will be eligible for an additional 3 months of work-from-home facility.
- During the work-from-home period, the employee must complete 8 working hours per day, with flexibility to manage these hours at any time during the day, based on role and project requirements.
- The employee is expected to remain reachable and ensure timely completion of assigned tasks during working hours.

5. Example for Clarity

- If an employee's increment cycle is January 2025 to January 2026, and she takes maternity leave in May, June, and July 2025, the salary for these 3 months will be paid in the next increment cycle, provided she continues working with the company.

6 Attendance regularization and discipline:

- Our Office timings are **10:00 AM to 7:00 PM** IST as a general shift. Everyone to follow the office timings strictly in order to complete productive hours. (120min Flexible time per month should be proportionately only and if it exceeds employee will be given first time warning. For the second occurrence, a half-day leave will be deducted).
- If an employee arrives late for work for any reason, they are required to **complete their full working hours on the same day**.
- Late arrival will not reduce the total required working hours for the day.
- **Lunch break is 1.30PM- 2.15PM (45 minutes)**, everyone can utilize the lunch break time for meal and betterment of yourself by walk and reading etc. Any change in schedule will be notified over email by HR team. Individual one return to desk within 45 minutes sharp.
- We are five days working company Monday to Friday.

- Team to follow all the attendance regularization rules and regulation, as per HR emails and notifications. All HR email notifications are critical and important.
- It is compulsory to make both in and out punches on the biometric device.
- A strict work-from-home policy is not available.

7 Leave encashment:

- Leave encashment policy is applicable for the year JAN to DEC-2026.
- The remaining PL will be encashed in the month of February salary.
- Encashment formula: Total salary / 22 * Number of balance leaves to be encased

8 Employee Engagement:

- Every 3 months Lunch /Dinner party
- Normal Festival Celebration and Birthday Gift to all employees.
- Company trip once in a year.
- The company will provide gifts on Mother's Day and Father's Day for employees' parents.
- Lunch will be provided daily by the company at no charge if requested by the employee.
- Salary increments will be provided annually based on performance, starting from the employee's date of joining.

9 Salary Count:

- Salary will be counting base on monthly working days.

For Example: If there are 21 working days in January 2026, the salary will be calculated as follows:

$$\text{Salary} \div \text{Total Working Days}$$

For example: **25,000 ÷ 21 = 1190** (per-day salary).

10 General Clarifications

1. Leave Request Recording

- Leave requests must be sent by email and attendance entries must match.

2. Emergency Leave

- In emergencies, employees must inform immediately by call/WhatsApp and follow up via email.

3. Work Responsibility

- Employees must update the reporting manager or provide work handover before going on leave.

4. Misuse of Leave

- Frequent leaves around holidays or weekends will be reviewed by management. Misuse may result in disciplinary action.

6. **Leave Approval**
 - Leave approval depends on project workload and managerial discretion.
7. **Salary Deduction**
 - Salary deductions for unpaid leave will be based on the actual number of leave days taken.
8. **Policy Updates**
 - The company reserves the right to review and update this policy as needed.

11 Holiday Calendar 2026:

We are commencing below holidays for the calendar year 2026.

Holiday Calendar 2026			
Sr. No	Holiday	Date	Day
1	Uttarayan / Makar Sankranti	14 January 2026	Wednesday
2	Republic Day	26 January 2026	Monday
3	Holi (Dhuleti)	4 March 2026	Wednesday
4	Rakshabandhan	28 August 2026	Friday
5	Janmashtami	4 September 2026	Friday
6	Dussehra / Dasera	20 October 2026	Tuesday
7	Diwali (Lakshmi Puja)	9 November 2026	Monday
8	Hindu New Year (Bestu Varsh)	10 November 2026	Tuesday
9	Bhai Dooj / Bhai Beej	11 November 2026	Wednesday
10	Christmas	25 December 2026	Friday

Note: The above holidays are subject to change year on year as per company decisions.

12 Commitment, Notice Period, and Exit Policy

- If an employee agrees to a one-year commitment, they are required to complete the full commitment period.
- In case the employee does not complete the committed period for any reason, the company reserves the right to withhold the relieving letter and experience letter.
- Employees must serve the full notice period as mentioned in their appointment or offer letter.
- If the employee fails to serve the full notice period or leaves without proper handover or approval, the company reserves the right to withhold the relieving letter and experience letter.
- Issuance of relieving and experience letters is subject to completion of the commitment period, notice period, and clearance of all company dues and responsibilities.

- If an employee completes the commitment period and serves the full notice period, the experience letter will be issued after one month from the employee's last working day.

13 Work Culture, Ethics, and values:

- If employee has any issues related to assigned work, work reporting, behavioral and performance then please write to your reporting manager and HR and follow organization structure. If there are any personal issues with the colleagues or personal life issues, shall not be addressed / discussed / called for discussion during office hours or after office hours, any incident which relates to such matters and terms, Organization is not responsible or liable for the same.
- As an organization, we always encourage and motivate employees to maintain good health to enjoy better & healthy life and we follows strict addiction policy for the good self of employees. The company shall not be responsible in occurrence of any type of incident (directly or indirectly) with employees because of addiction (i.e. Nicotine, Alcohol, Drugs etc.....) and further it may result as your employment or contract termination with immediate effect.
- The company being in a high level of consulting service segment, Employees (Permanent and Contract) are not allowed to spread unwanted negative rumors, may it be in public, with colleagues, with clients, vendors, any agency (not limited to HR Agencies), on any social media or internet platforms. If any employee has any specific issues / problems, then please discuss / write to with HR department.
- In order to maintain the work culture, performance and productivity, all the employees are strictly not allowed for usage of social media, videos, games, and any other distractions platforms over internet via laptop or mobile devices. As a part of regular observations process, the incidents notifications will be communicated and respective disciplinary actions to be taken by Organization. The process will support to maintain good and efficient work culture as a one team support

14 Workplace etiquettes:

- All the employees are strictly following the workplace etiquettes.
- All the employees to maintain core working hours at work desk only, personal long calls outside office in lobby and other areas are not allowed.
- Keep your work desk and surrounding area neat and clean.
- All the employees to maintain the environment in minimum noisy, keeping it more silent.
- Which helps other member to focus on work and increase the productivity

15 Other terms and notes:

- We request to each and every one to adhere and follow policy as per above.
- Organization has rights to amend the rules or policies subject to situations.
- If anyone has any queries, please write to HR hr@multimindstech.com for the same.

Best Regards,

HR Department

MultiMinds Technology