

# **Leave Policy - DevDolphins**

## **Sick/Casual Leave:**

- **Entitlement:** Employees are entitled to 12 days of sick/casual leave per calendar year.
- **Additional Sick Leave:** In case of prolonged illness or medical necessity, employees may request additional sick leave with approval from their manager and submission of relevant medical documentation.
- **Casual Leave Limit:** Casual leave taken at a stretch cannot exceed 2 consecutive days.
- **Notification:** Employees are required to notify their manager of any sick/casual leave as soon as possible, preferably before the start of their scheduled work hours.

## **Public Holidays:**

- **Number of Holidays:** DevDolphins recognizes a total of 10 public holidays per calendar year, which may vary based on the company's location and local regulations.
- **Holiday Calendar:** A list of recognized public holidays will be provided to employees at the beginning of each year.

## **Special Leave:**

- **Bereavement Leave:** Employees may be granted up to 3 days of paid bereavement leave in the event of the death of an immediate family member (spouse, child, parent, or sibling).
- **Marriage Leave:** Employees may be granted up to 5 days of paid marriage leave upon getting married.
- **Maternity/Paternity Leave:** Maternity leave is provided for up to 24 weeks (i.e. 6 months) for birth mothers, and paternity leave is provided for up to 3 days for fathers or non-birth parents.
- **Adoption Leave:** Employees who are adopting a child may be granted up to 5 days of paid adoption leave to support the adoption process.
- **Other Special Circumstances:** Special leave for other circumstances (e.g., jury duty, military service, personal emergencies) will be granted based on individual situations, with approval from HR and/or management.

## **Work From Home Policy:**

- **Eligibility:** WFH is available for roles conducive to remote work, subject to manager approval.
- **Approval:** Employees must request WFH formally, with approval based on job requirements and performance.
- **Equipment:** Company-provided equipment is issued for WFH, and employees must ensure data security.
- **Communication:** Regular communication with managers and teams is required using company-provided tools.

- **Work Hours:** Employees follow agreed-upon 8 work hours/day and may request flexible scheduling.
- **Productivity:** Employees are accountable for maintaining productivity and meeting performance goals.
- **Data Security:** Adherence to IT security protocols is essential to safeguard company data.
- **Workspace Safety:** Employees must maintain a safe and ergonomic workspace to support well-being.
- **Termination:** WFH arrangements may be terminated based on business needs or performance.
- **Compliance:** Employees are expected to comply with the WFH policy; violations may lead to disciplinary action.

### **Absence (Loss of pay) Rules:**

- **Maximum Absence:** Time of absence cannot exceed 5 days under any circumstances except for rare situations & shall be treated as automatic termination unless otherwise approved priorly.
- **Extended Absence Approval:** Any absence request after exceeding 5 days should be approved by the next level manager.

### **Requesting Leave:**

- Employees are required to request leave in advance through the company's designated leave management system or process.
- Requests for PTO should be submitted with reasonable notice to allow for adequate planning and approval.

- Sick/casual leave requests should be communicated to the employee's manager as soon as possible, along with relevant documentation if necessary.
- Requests for special leave should be discussed with the HR department or the employee's manager, providing appropriate justification and documentation where required.

### **Approval Process:**

- Leave requests will be reviewed and approved by the employee's manager or designated approver.
- Managers are responsible for ensuring that leave requests do not unduly disrupt business operations and that adequate coverage is maintained during the employee's absence.
- Managers should respond to requests promptly, either approving or denying them based on business needs and staffing requirements.

### **Leave Balances and Tracking:**

- Employees can view their leave balances and history through the company's HRIS or leave management system.
- Managers also have access to their team members' leave balances to facilitate scheduling and resource allocation.
- Accurate records of leave balances and usage are maintained by the HR department for compliance and reporting purposes.

**Return to Work:**

- Employees are expected to return to work promptly at the end of their approved leave period.
- If additional time off is needed beyond the approved leave period, employees should communicate with their manager as soon as possible to discuss options and make appropriate arrangements.

**Policy Compliance:**

- Employees are expected to adhere to the company's leave policy and procedures at all times.
- Any misuse or abuse of leave privileges may result in disciplinary action, up to and including termination of employment.