

SNS iNNovation Hub - Leave Policy

1. Objective

The Leave Policy is designed to inform employees of SNS iHUB about their leave entitlements and provide clear guidelines for availing these entitlements to support work-life balance and operational effectiveness.

2. Scope

This policy applies to all full-time employees of SNS iHUB.

3. Types of Leave

a. Here's an updated version:

a. Casual Leave

- **Eligibility:** All employees
- **Entitlement:** 12 days per calendar year (cannot be accumulated or carried forward.)
- **Usage:** Casual leave is granted for unforeseen personal obligations or emergencies and should be requested as early as possible. One casual leave (CL) can be split into two half-days.
 - **Monthly limitations apply:** During the first year, employees may avail one day of casual leave per month; in the second year, up to two days may be combined per month; and in the third year, up to three days may be combined per month.
 - Work alteration arrangements are mandatory, and casual leave cannot be availed on critical deadlines or delivery dates.

b. Extended Leave

- **Eligibility:** All employees who have completed one year with the company
- **Entitlement:** Duration depends on individual circumstances and management approval
- **Usage:** Extended leave is applicable in case of serious personal or family health concerns or other extraordinary circumstances. Requests for extended leave should be made at least two weeks in advance, accompanied by relevant documentation.

c. Maternity Leave

- **Eligibility:** Female employees who have completed at least 1 Year of continuous service
- **Entitlement:** 26 weeks of unpaid leave (with potential for extension under specific circumstances)
- **Usage:** Maternity leave is designed for prenatal and postnatal care. Requests should be submitted at least two months prior to the expected leave start date.

d. Sandwich Leave Policy

If an employee takes leave on both the working day before and after a weekend or public holiday, the weekend or holiday in between will also be counted as leave.

e. Public Holidays

A list of holidays will be shared at the beginning of each calendar year.

4. Leave Application Process

- **Approval:** All leave requests should be submitted via [email/manager] with at least 2 days notice, except in cases of emergency.
- **Documentation:** Supporting documentation may be required for extended or maternity leave.

- **Approval Authority:** Leave requests must be approved by the immediate supervisor and recorded with HR.
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5. General Guidelines

- **Leave Encashment:** Unused leave cannot be encashed or carried forward to the following year.
 - **Adjustments:** Unapproved leave or unauthorized absences may impact compensation or be adjusted against available leave balance.
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6. Final Authority

The management reserves the right to modify this policy at its discretion, and any changes will be communicated to employees promptly.

Policy Review

This policy will be reviewed annually to ensure it remains aligned with company goals and employee welfare needs.