

Welcome to our company's leave policy. We provide the following types of leaves to our employees:

1. Annual leave: Every employee is entitled to an annual leave of 20 working days, which can be availed of once they complete one year of service.
2. Sick leave: Employees are provided 10 working days of sick leave per year. If an employee requires more sick leave, they must provide a medical certificate.
3. Maternity leave: Female employees are entitled to 12 weeks of maternity leave. This can be availed of before or after the delivery of the baby.
4. Paternity leave: Male employees are entitled to 2 weeks of paternity leave, which can be availed of before or after the delivery of the baby.
5. Bereavement leave: Employees can avail of 3 days of bereavement leave in case of the death of a family member.
6. Study leave: Employees can avail of study leave for up to 6 months, provided that they provide proof of enrollment in a course.

Please note that any leave taken beyond the entitlement will be considered as leave without pay. Employees must apply for leave through the HR department and get approval from their respective managers.