Company Leave Policy

- 1. Employees are entitled to 24 days of paid leave annually.
- 2. Maternity leave is granted for 6 months as per legal guidelines.
- 3. Paternity leave of 10 working days is available upon request.
- 4. Casual leave can be taken up to 8 days per year.
- 5. Leave requests should be submitted 7 days in advance.