**Leave Policy**

Purpose

This policy is designed to assist employees at TechMojo in achieving a harmonious balance between life and work, even while promoting planned leave of absence to avoid interruptions to planned work.

Principles

1. This policy is applicable to all confirmed employees at TechMojo.
2. This policy is not applicable for employees under probation.
3. An employee is eligible for a total 20 days of Annual Leave.
4. Leave Accruals and eligibility is determined pro rata, based on the number of working days served in any given financial year. Only the accrued leaves can be availed by the employee, without loss of pay, at any time.
5. An employee can carry forward up to 5 days of unutilized leaves into the next year. These 5 days' leaves shall automatically lapse at the end of the succeeding year, if un-utilised.
6. Any un-utilised leave more than 5 days shall automatically lapse by end of year.
7. All the leaves, except in case medical emergencies for self or family members, need to be planned in advance of 7 calendar days and prior written approval obtained from the immediate supervisor.
8. A maximum of 3 unplanned leaves are allowed for reasons of medical emergency within immediate family. Beyond this, unplanned leaves will lead to loss of pay. Proof of emergency needs to be produced to immediate supervisor and HR
9. In case of unplanned leave, employee must inform local manager at TechMojo, HR and also client team manager (if applicable) by mail.
10. All leaves must be applied through specified leave management system at https://people.techmojo.com.
11. LOP will be calculated at the end of financial year and deducted from March salary payable.
12. Any employee availing of leaves more than the accrued number of leaves will incur a loss of pay for the additional days of leave, above the accrued leave number.
13. We don't have Half day policy, if someone would like to avail a leave it should be full day and need to apply through ADP portal.
14. Anyone planning to work from home must apply for a full day leave.