

## **Company Leave Policy – 2025**

### **1. Casual Leave (CL)**

Employees are entitled to 12 days of Casual Leave per calendar year. Unused Casual Leave cannot be carried forward.

### **2. Sick Leave (SL)**

Employees are entitled to 10 days of Sick Leave per year. Unused Sick Leave can be carried forward up to 20 days.

### **3. Earned Leave (EL)**

Employees are entitled to 18 days of Earned Leave per year. Earned Leave can be carried forward up to 45 days.

### **4. Maternity Leave**

Female employees are entitled to 26 weeks of paid maternity leave.

### **5. Paternity Leave**

Male employees are entitled to 7 days of paid paternity leave.

### **6. Compensatory Off**

Granted for working on holidays and valid for 90 days.

### **7. Leave Without Pay (LWP)**

Applicable when all other leaves are exhausted.

### **8. Public Holidays**

The company observes 10 public holidays annually.