

Leave and Benefits Policy - Part 1

1. Annual Leave

Full-time employees are entitled to 20 days of paid annual leave per calendar year.

Leave requests must be submitted via the HR portal at least 2 weeks in advance.

2. Sick Leave

Employees receive 10 days of sick leave. A medical certificate is required for absences exceeding 3 consecutive days.

Leave and Benefits Policy - Part 2

3. Maternity/Paternity Leave

Maternity leave is granted for 26 weeks. Paternity leave is granted for 4 weeks.

4. Carry Over

Up to 5 days of unused annual leave can be carried over to the first quarter of the following year.