

## Company Leave Policy 2024

Employees are entitled to 20 days of paid annual leave per year. Sick leave is capped at 10 days per year with a medical certificate required after 3 consecutive days.

Maternity leave is 26 weeks for primary caregivers.

Leave requests must be submitted at least 5 days in advance via the HR portal.

Unused leave can be carried forward up to a maximum of 5 days.