

## COMPANY LEAVE POLICY

### 1. Leave Structure

Tapitt follows a **quarter-based leave system** divided into 4 quarters per fiscal year:

Quarter	Sick Leaves	Casual Leaves	Paid Leaves
Q1 (Apr - Jun)	2	2	2
Q2 (Jul - Sep)	2	2	2
Q3 (Oct - Dec)	2	2	2
Q4 (Jan - Mar)	2	2	2
<b>Total/Year</b>	<b>8</b>	<b>8</b>	<b>8</b>

### 2. Leave Types & Guidelines

#### 2.1 Sick Leave (SL)

- Can be used for personal health issues or medical emergencies.
- Informing the manager as early as possible is expected.
- Medical documentation may be required if leave exceeds 2 consecutive days.

#### 2.2 Casual Leave (CL)

- Intended for short, unforeseen personal needs.
- **Must be applied with a minimum of 5 working days' prior notice.**
- Cannot be clubbed with holidays or weekends without prior approval.

#### 2.3 Paid Leave (PL)

- Can be availed for travel, events, or extended personal time.
- **Requires a minimum of 15 working days' prior notice.**
- Subject to manager's approval and project workload.

### 3. Half-Day Leave Policy

- Employees can avail **half-day leave** (either first half or second half).
- **Must follow the same prior notice rules as the leave type:**
  - Casual Half-Day: **5 days' notice**
  - Paid Half-Day: **15 days' notice**

### 4. Carry Forward Policy (Paid Leaves Only)

- Unused **paid leaves** at the end of a financial year can be carried forward.
- Validity of carried forward leaves is up to **2 years** from the accrual date.
- Any unused carried-forward PL after 2 years will **automatically lapse**.

### 5. Weekly Offs

- All **Saturdays and Sundays are designated weekly offs** for all employees.
- However, in case of **business or project requirements**, employees may be expected to work on weekends.  
In such cases, prior communication and mutual agreement will be ensured.

### 6. Leave Application & Approval

- All leaves must be requested via the official HRMS or leave management system.
- Approval must be obtained from the reporting manager before proceeding.
- In case of emergencies, verbal or written notice must be shared at the earliest.

## 7. Official Holidays

- The company will observe a list of public holidays for **April 2025 to March 2026**, mentioned below.
- These holidays are **in addition to** the above leave allocations.

Holiday	Date
Independence Day	15/08/2025
Gandhi Jayanti	02/10/2025
Diwali	20/10/2025
Vikram Samvant New Year Day	22/10/2025
Bhai Dooj	23/10/2025
Uttarayan	14/01/2026
Republic Day	26/01/2026
Holi	04/03/2026

## 8. General Rules

- Consistent leave misuse or unapproved absenteeism may lead to disciplinary action.
- Leaves must be planned responsibly and should not disrupt project delivery.
- Leave balances will be updated quarterly.