

# udai.io — Leave, Time Off & Working Hours Policy

Version: 1.1 | Effective Date: 2025-09-19 | Owner: People & Operations

## 1. Purpose

Define consistent practices for paid time off (PTO), sick leave, parental leave, holidays, and working hours at udai.io.

## 2. PTO & Accruals (Example Model)

The table below shows the standard PTO accrual model. Local regulations may supersede this model; where laws are more generous, those take precedence.

Tenure	PTO Days / Year	Monthly Accrual (days)	Carryover Max (days)	Accrual Cap (days)
0–2 years	15	1.25	5	30
3–5 years	20	1.67	5	35
6+ years	25	2.08	5	40

- Monthly accrual posts on the last business day of the month.
- Carryover is applied on January 1.
- Accrual stops at the cap until balance is reduced.

## 3. PTO Request Lead Time (Scheduling)

Submit PTO through the HR system with reasonable notice based on the length of time off:

Requested PTO Length	Minimum Notice Required	Approval
1 day or less	1 business day	Manager
2–3 days	3 business days	Manager
4–9 days	10 business days	Manager + Coverage Check
10+ days	20 business days	Manager + Department Head

## 4. Sick Leave & Wellbeing

Use sick leave for illness, medical appointments, or to care for immediate family. Extended leave may require medical documentation and HR approval. Where local sick leave laws apply, they supersede this section.

## 5. Parental, Bereavement, Jury Duty

Parental leave is provided per local law and udai.io programs. Bereavement leave up to 5 days for immediate family. Jury/witness duty time off as required by law.

## **6. Holidays**

udai.io publishes an annual Holiday Calendar. When local law designates additional public holidays, those will be observed for employees in that jurisdiction.

## **7. Working Hours & Overtime**

Follow local regulations on standard hours, breaks, and overtime eligibility/compensation. Record time where required.

## **8. Exceptions & Enforcement**

Exceptions require HR approval. Policy abuse (e.g., misuse of sick leave) may result in corrective action.

## **9. Revision History**

Version 1.1 — Added PTO accrual and scheduling tables on 2025-09-19.