

Company Leave Policies

1. Paid Leave (20 Days per Year)

Every full-time employee is entitled to 20 days of paid leave annually. These can be taken for vacation, personal reasons, or rest. Paid leaves are considered part of the company's benefits package and are compensated at the employee's normal rate of pay.

2. Sick Leave (With Medical Certificate)

Employees may take sick leave if they are unwell and unable to perform work duties. A medical certificate from a licensed doctor is required if the absence extends beyond **2 consecutive days**. Sick leave ensures employees can recover without worrying about job security.

3. Casual Leave (5 Days Annually)

Casual leave is meant for short-term, unplanned situations (e.g., family emergencies, urgent errands). Each employee may use up to **5 days per calendar year**. Requests for casual leave should be communicated to the reporting manager at the earliest possible time.

4. Advance Leave Requests (2 Weeks Prior)

Planned leaves, such as vacations, must be applied for **at least 14 days in advance** through the HR portal. This allows managers to plan workloads and ensure business continuity. Approval is subject to staffing needs and project timelines.

5. Leave Carryover (Not Permitted)

Leave entitlements reset at the start of each calendar year. Any unused paid leave, sick leave, or casual leave **cannot be carried forward** to the next year. Employees are encouraged to manage and use their entitled leave within the same year.