

5. Leave Policy & Approval

At Toyama Controls & Systems Pvt Ltd, we understand the importance of a well-balanced work and personal life, and we appreciate that our employees may need time off from work due to various reasons. Our leave policy has been designed with fairness and flexibility, while ensuring minimal disruption to our business operations.

1. **Probation Period:** During the probationary period, employees are entitled to one leave per month. This leave can be used for any purpose but must be approved in advance by your supervisor.
2. **Post Probation Period:** After the probation period, employees are entitled to twelve days of casual or sick leave per year, in addition to the designated company holidays. The leave days are credited at the start of the calendar year and are prorated for those who join in the middle of the year.
3. **Casual Leave:** Casual leaves are meant for personal work, emergencies, or other unforeseen circumstances. This leave must be planned in advance and approved by your immediate supervisor.
4. **Sick Leave:** Sick leaves are intended for health-related issues. While we understand that illness can be unpredictable, if possible, please inform your supervisor as soon as you know you will not be able to attend work. In cases of prolonged illness, a medical certificate may be required.
5. **Leave Approval Process:** To maintain smooth operations and fair distribution of work, we require that all leaves must be approved in advance. For this, employees are requested to apply through our HR system at least two days prior to the planned leave date (except in case of emergencies or sudden illness). Approval of leave is at the discretion of the immediate supervisor and is subject to the operational requirements of the department.
6. **Unplanned Absences:** Unplanned absences can disrupt work and inconvenience your team members. If you must miss work without prior approval, please notify your supervisor as soon as possible. Repeated unplanned absences may lead to disciplinary action.
7. **Unused Leave:** Unless otherwise stated by the company's policy, unused casual and sick leave cannot be carried forward to the next calendar year.

Please note that the company reserves the right to modify the Leave Policy as it deems necessary. Employees will be notified of any changes in a timely manner. For more details or any queries, please reach out to the HR department.