

## Leave Policy

Given below is the leave policy that every employee must follow:

### PAID LEAVE

In order to simplify procedures all categories of leave have been clubbed under a single paid leave umbrella.

#### **Policy / Procedure:**

The purpose of Paid Leave is to enable the Employee to have necessary rest and recuperation of energy, to spend quality time with his/her family and for some emergencies

Paid Leave is calculated on yearly basis from joining date.

An Employee will be entitled for 12 working days Paid Leave in a year.

Out of **12** days leaves + Festive leaves credited for the **year**, any un-availed Paid Leave in excess will be credited as **salary** at the end of the **year**. Leave will be **not** carried forward to next year or next month.

There will be No half day leave allows on Saturday.

Shift below 4 hours will be counted as full Leave (including Saturday). Shift below 7 hours will be counted as Half day.

Employees must obtain HR approval 2 days in advance for single-day leave and 1 week in advance for more than 1 day leave.

**Note:** - If an employee takes unapproved emergency leave. Employee must notify HR and Project Manager (your task assignee) both.

**All leave will be sanctioned by the HR and sent to HR for records.**

**Note:** Management has rights to change the policy if required in future time to time.

From,  
**Priyanka Muniwala**  
Human Resources Manager



## List of Holidays 2024

MONTH	DATE	DAY	FESTIVAL
January	14/01/2024	Sunday	Makar Sankranti
March	25/03/2024	Monday	Dhuleti
August	19/08/2024	Monday	Raksha Bandhan
	26/08/2024	Monday	Janmashtami
September	16/09/2024	Monday	Ganesh Visarjan
November	1/11/2024	Friday	Diwali
	2/11/2024	Saturday	Happy New Year
	3/11/2024	Sunday	Bhai Bij
ALL	-	Saturday	Half Day Off (it may be changed by management fromtime to time)

