

LTC-Hack Limited

Leave Policy

Effective Date: Thursday, July 24, 2025

1. Purpose

This Leave Policy is designed to provide guidelines on various leave types available to employees of LTC-Hack Limited, ensuring a fair balance between employees' personal needs and the operational requirements of the company.

2. Scope

This policy applies to all full-time and part-time employees of LTC-Hack Limited.

3. Types of Leave

3.1 Earned Leave / Privilege Leave

- Employees accrue Earned Leave at the rate of **1.5 days per month** worked.
- Maximum accumulation limit is **30 days**.
- Leave in excess of accrued balance will be considered Leave Without Pay (LOP).
- Earned Leave can be availed after completion of **6 months** of continuous service.

3.2 Sick Leave

- Employees are entitled to **12 days** of paid sick leave per calendar year.
- Sick leave can be used for self-illness or injury requiring medical care.
- Medical certificate is required if sick leave exceeds **3 consecutive days**.

3.3 Casual Leave

- Employees may avail up to **8 days** of paid casual leave annually.
- Casual leave is for unforeseen personal matters or urgent short-term absences.
- Unused casual leave **cannot be carried forward** and will lapse at year-end.

3.4 Maternity Leave

- Female employees are eligible for **26 weeks** of maternity leave in accordance with the Maternity Benefit Act, 1961.
- Maternity leave may be taken up to **8 weeks** before and **18 weeks** after delivery.
- Leave must be supported by a medical certificate specifying expected delivery date.

3.5 Paternity Leave

- Eligible male employees may avail **15 days** of paid paternity leave, to be used within **3 months** after childbirth.

3.6 Bereavement Leave

- Employees may avail up to **5 working days** of bereavement leave on the death of an immediate family member (spouse, child, parent, sibling).
- Additional leave requires manager approval and may be treated as Leave Without Pay.

3.7 Leave Without Pay (LOP)

- Leave Without Pay may be granted when an employee exhausts all paid leave balances.
- Requires advance approval from the employee's manager and HR.
- Employee benefits may be affected during LOP periods as per company policy.

4. Leave Application Procedure

- All leave applications must be submitted through LTC-Hack Limited's official **leave management software** or via a written/email request to the immediate supervisor.
- Requests for Earned, Casual, or Planned Leave should be submitted at least **7 days in advance**.
- Sick leave requests should be communicated as soon as possible, preferably before start of the workday.
- Management reserves the right to approve or deny leave based on business needs.

5. Leave Encashment and Carry Forward

- Unused Earned Leave up to **30 days** can be accumulated and carried forward to the next calendar year.
- Annual Casual and Sick Leaves **cannot be carried forward or encashed**.
- Upon resignation, retirement, or termination, employees are eligible for encashment of Earned Leave balance only, as per statutory compliance.

6. Public Holidays

- LTC-Hack Limited observes all **national and regional public holidays** applicable to its locations.
- Holiday list will be communicated at the beginning of each calendar year.

- Public holidays are over and above the leave entitlements and do not reduce leave balances.

7. Responsibilities

Employees:

- Submit leave requests timely and provide required documentation such as medical certificates for Sick or Maternity Leave.
- Ensure proper handover of work to avoid disruption during leaves.

Managers:

- Review and approve leave requests balancing employee welfare and operational requirements.
- Monitor leave balances and help manage workforce availability.

Human Resources:

- Maintain leave records and ensure compliance with statutory requirements.
- Handle leave encashment and resolve leave disputes.

8. Non-Compliance and Absence Without Leave

- Absence without approved leave will be considered unauthorized and grounds for disciplinary action.
- Repeated non-compliance with the leave policies may lead to suspension or termination.

9. Review of Policy

- This policy shall be reviewed annually or as required by changes in law or company requirements.