

LTC-Hack Limited

Paternity Leave Policy

Effective Date: Thursday, July 24, 2025

Paternity Leave Policy

1. Purpose

To allow male employees the opportunity to bond with and care for their newborn child while supporting their partner.

2. Eligibility

- Applies to all full-time male employees with at least **6 months** of continuous service.

3. Duration & Usage

- Up to **15 days** paid paternity leave per childbirth.
- Leave can be availed in one stretch or split into **maximum 2 installments**.
- Must be taken within **3 months** of the child's birth.

4. Application & Approval

- Written/email application to reporting manager and HR at least **7 days in advance**, except for emergencies.
- Approval subject to workload and business needs.

5. Pay and Benefits

- Leave is fully paid; all benefits and accruals continue as normal.
- Leave days are in addition to all other leave entitlements.

6. Multiple Children

- Paternity leave may be availed **twice** during the employee's tenure with LTC-Hack Limited.

7. Non-Compliance

- Misrepresentation of facts regarding eligibility results in disciplinary action.