

## Leave Policy

### 1. Purpose

This policy defines the types of leave available to employees and the rules for taking leave.

### 2. Scope

Applies to all full-time and part-time employees and interns.

### 3. Types of Leave

- Casual Leave: 7 days per calendar year.
- Sick Leave: 10 days per calendar year (can be combined with medical certificate for more).
- Earned/Privileged Leave: 15 days per year, accrues monthly.
- Maternity Leave: As per statutory requirements (60 days paid for full-time employees).
- Paternity Leave: 5 days paid.
- Bereavement Leave: Up to 3 days for immediate family members.
- Unpaid Leave: Subject to manager approval.

### 4. Applying for Leave

- All leave requests should be submitted via the HR portal or email to HR at least 3 working days in advance for planned leave.
- For sick leave, notify manager as soon as possible and submit medical certificate if absent for more than 2 days.

### 5. Carry Over and Encashment

- Earned leave can be carried forward up to 30 days. Encashment allowed on exit as per company policy.

### 6. Probation Period

- During probation, leave accrual is pro-rated. Casual leave may be restricted during initial 3 months.

### 7. Amendments

- HR may update the policy; employees will be notified via email.