

## ◆ Employee Leave Policy 2024:=

### Effective From 1 January 2024

If you are an Official Employee, You will get the following benefit of paid leave. Please read carefully.

Officially, You already get 8 days off in a month,

1. Four Saturdays and Four Sundays.

**As an employee, You will get 12 paid leave in a year. If you complete more than 1 year in the company, You will get 15 paid leave in a year from your 2nd year.**

- 1) No leave on month working days  $\leq 20$ .

- 2) Early Leave - Monthly 1 Early Leave ( 60 Minutes )

I would like to remind everyone that as part of our company policy, employees are entitled to take one early leave per month, allowing for a departure 60 minutes before the usual end of the workday. Please coordinate with your respective supervisors to ensure a smooth workflow during your absence.

- 3) A typical workday consists of 8:30 hours.

- 4) Method of taking leave

- A) 1 Day Leave informs 2 Days Ago ( Working Days )

I would like to inform you that I will take a one-day leave, effective [date]. I am notifying you two working days in advance to ensure a smooth transition in my absence.

- B) 1+ Day Leave informs 10 Days Ago ( Working Days )

I wanted to let you know in advance that I will be on leave for [number of days] starting from [date]. I am providing this information ten working days ahead to facilitate any necessary arrangements during my absence.



C) Monday and Friday 10 Days Ago ( Working Days )

I wish to inform you that I will be on leave next Monday and Friday. This information is being conveyed ten working days prior to ensure proper planning and coordination during my absence.

5) Overtime and Leave

A) Overtime and Leave - 100% ( CUT and PAID )

Our company policy stipulates that any overtime worked or leave taken is compensated at 100%, both for the additional hours worked and the duration of leave taken.

B) Overtime and Leave - Working Days ( CUT and PAID )

In accordance with our company's guidelines, overtime worked and leave taken on working days are subject to compensation at 100%, denoting both the additional hours worked and the duration of leave.

6) Paid Leave Finish

A) Salary Cut - 5 Leave - 100%

Regarding leave policies, please note that for up to 5 leaves taken, there will be a salary cut of 100%.

B) Salary Cut - 5 Leave - 150%

if the total number of leave exceeds 5, the salary cut will be increased to 150%.

7) As per our current policy, there are no designated work-from-home days. All team members are expected to work from the office or their designated workspace.

8) Marriage Leave - 15 Days ( 1 Year Available )

Employees with 1+ years of service are eligible for marriage leave, allowing a duration of 15 days within a one-year availability period. We encourage our team members to take advantage of this benefit and ensure they notify their respective supervisors in advance.

9) Maternity Leave - 4 Months ( Salary will not be paid )

Maternity leave, with a duration of 4 months, is available for employees who have completed 1+ years of service. Please be aware that during this period, salary will not be paid. We encourage eligible employees to plan accordingly and reach out to HR for any necessary support or information.

- 10) We encourage all employees to share and celebrate our company events by uploading photos on LinkedIn and other social media platforms. Your active participation in showcasing our team's achievements and camaraderie is highly appreciated.
- 11) We kindly request all team members to update their LinkedIn profiles. Keeping our profiles current helps represent our professional achievements and reflects positively on our collective accomplishments as a team. Thank you for your cooperation.
- 12) If urgent leave is needed then pay off that by working Saturday/Sunday.
- 13) If the deadline is missed then be prepared to work on Saturday/Sunday. Also you have to work overtime if needed.
- 14) Salary will fall between 1st to 4th date  
Salary payments are scheduled to occur between the 1st to 4th day of each month. If the payment date falls on a holiday or weekend, will be processed the following working day. Late payments may occur due to unforeseen circumstances, but every effort will be made to ensure timely and accurate disbursement.

**Festival Holidays :**

14/01/2024	Sunday	MakarSankranti - 1
15/01/2024	Monday	MakarSankranti - 2
25/03/2024	Monday	Dhuleti
15/08/2024	Thursday	Independence Day
19/08/2024	Monday	Rakshabandhan
26/08/2024	Monday	Janmashtami
16/09/2024	Monday	GaneshVisrjan
12/10/2024	Saturday	Dussehra

To get your leave, You have TO email

1. [hr.nexios@gmail.com](mailto:hr.nexios@gmail.com)
2. [hr@nexios.in](mailto:hr@nexios.in)

