

Employee Leave Policy – 2025

1. Introduction

This document outlines the leave policy for employees effective from January 2025.

2. Types of Leaves

- a. Casual Leave: 12 days/year
- b. Sick Leave: 10 days/year
- c. Earned Leave: 15 days/year
- d. Maternity Leave: 26 weeks (as per government norms)
- e. Paternity Leave: 10 days

3. Leave Application Process

Employees must apply for leave via the internal HR portal at least 3 days in advance for planned leaves.

4. Carry Forward Policy

Earned leaves can be carried forward up to a maximum of 45 days.

5. Unplanned Leaves

In case of emergencies, employees must inform their reporting manager as early as possible.

6. Contact

For any queries, contact the HR department at hr@company.com.

Note: This policy is subject to revision as per management decisions.