

Leave Policy for GMX

The holiday year in the company runs from 1st January to 31st December each year. If you are in the service of the company you are entitled for 12 days of Sick Leave and 20 days of Earned leave/Privileged leave.

Sick Leave

- All employees will be entitled for 12 days of sick leave in a calendar year.
- If the employee is unable to attend his/ her duties for three continuous days or longer, he/she will be required to produce a registered Medical Practitioner's fitness certificate on his/her return to duties.
- Unavailed Sick leave at the end of the service will not be encashed.

Earned / Privilege Leave

- ❖ All employees will be entitled for 20 days of Earned Leave in a calendar year. In the first year of employment, you shall be entitled to leave calculated on a prorated basis in accordance with your annual entitlement.
- ❖ Unused Earned leave can be carried forward to the next year or it can be encashed.
- ❖ No Earned leave can be granted in units of half day.

[Note: The carry forward/encashment of unused earned leave is subject to company policies which can be altered with due notice.]