

Nova Tech Solutions - Leave Policy Document (Fictious)

Effective Date: August 1, 2025

Version: 1.0

Applies To: All Full-Time and Part-Time Employees

1. Overview

Nova Tech Solutions is committed to promoting work-life balance and employee well-being. This document outlines our leave entitlements and procedures to ensure clarity and fairness across the organization.

2. Types of Leave

2.1 Annual Leave

- **Eligibility:** All full-time employees
- **Accrual:** 20 working days per calendar year
- **Carry Forward:** Up to 5 unused days can be carried to the next calendar year
- **Encashment:** Allowed upon resignation or retirement, based on accrued balance

2.2 Sick Leave

- **Eligibility:** All employees
- **Entitlement:** 12 working days per year
- **Medical Certificate:** Required for absences longer than 2 consecutive days

2.3 Casual Leave

- **Eligibility:** All employees
- **Entitlement:** 8 working days per year
- **Usage:** For urgent, unforeseen situations (e.g., personal errands, emergencies)

2.4 Maternity Leave

- **Eligibility:** Female employees with at least 6 months of continuous service
- **Entitlement:** 26 weeks
- **Extension:** Up to 12 additional weeks unpaid upon request

2.5 Paternity Leave

- **Eligibility:** Male employees with at least 6 months of continuous service
- **Entitlement:** 10 working days

2.6 Bereavement Leave

- **Entitlement:** 5 working days in case of death of an immediate family member

2.7 Unpaid Leave

- **Eligibility:** All employees, upon approval
 - **Limit:** Up to 30 days per calendar year
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3. General Guidelines

- All leave must be applied through the HR portal.
 - Managerial approval is required for all planned leaves.
 - In case of emergencies, inform your reporting manager and regularize leave at the earliest.
 - Leave balances are visible on the employee dashboard.
 - Abuse of leave policy may lead to disciplinary action.
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4. Contact Information

For queries related to leave entitlements or requests: **HR Department**

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Document Owner: Human Resources Department

Last Reviewed: July 28, 2025

Next Review Date: July 28, 2026