

Leave Policy

Purpose:

The leave policy ensures employees have the right to take time off from work for personal, medical, and emergency needs while balancing organizational responsibilities.

Types of Leave:

1. Annual Leave:

- Employees are entitled to 18 days of paid annual leave per calendar year.
- Leave must be applied through the HRMS at least 5 days in advance.
- Annual leave can be accumulated up to 30 days and carried over to the next year.
- Beyond 30 days, unused leave will lapse unless otherwise approved by HR in special circumstances.

2. Sick Leave:

- Employees are eligible for 12 days of paid sick leave annually.
- A medical certificate is required for absences longer than 2 consecutive days.
- Sick leave is non-cumulative and expires at the end of the year.

3. Casual Leave:

- 6 days per year are allocated for casual leave.
- Casual leave must be pre-approved and is intended for personal obligations or short-term emergencies.

4. Maternity Leave:

- Female employees are entitled to 26 weeks of paid maternity leave for the first two children and 12 weeks thereafter.

- A medical certificate confirming pregnancy must be submitted to HR.

5. Paternity Leave:

- Male employees are allowed 10 days of paid paternity leave, to be availed within 3 months of childbirth.

6. Bereavement Leave:

- In the unfortunate event of the death of an immediate family member, employees may take up to 5 paid days off.

7. Unpaid Leave:

- Employees may apply for unpaid leave if their paid leave balance is exhausted. Approval is subject to managerial discretion.

Approval Process:

- All leave must be approved by the reporting manager and logged in the HRMS.
- Emergency leave may be communicated via email or phone and logged retrospectively.

Holidays:

- The company provides 10 public holidays annually, notified at the beginning of the year.

Misuse of Leave:

- Misrepresentation of reasons for leave may lead to disciplinary action, including deduction of salary or formal warning.

Roles & Responsibilities:

- Employees must ensure adequate handover of tasks before availing leave.

- Managers are responsible for approving leave based on business requirements and fairness.

Policy Review:

This policy will be reviewed annually and updated as per statutory changes or business needs.