

Purpose

Shaarvil.AI aims to provide flexible leave options to help employees balance their personal and professional lives while ensuring smooth business operations. This policy outlines the types of leaves available, eligibility, application, and approval procedures.

Types of Leave

- **Annual Leave:** 15 days per year for regular employees, accruing monthly.
- **Sick Leave:** 10 days per year with medical certificate required beyond 2 days.
- **Casual Leave:** 7 days per year for urgent or unforeseen personal matters.
- **Maternity/Paternity Leave:** As per applicable laws (e.g., 26 weeks maternity leave).
- **Bereavement Leave:** Up to 3 days for immediate family loss.
- **Unpaid Leave:** Subject to manager approval when other leave balances are exhausted.

Eligibility

All full-time employees are eligible for leaves as per this policy. Part-time or contractual employees may have prorated entitlements.

Application and Approval

- Leave requests must be submitted via the company HR system at least 5 working days in advance, except in emergencies.

- Managers will approve or deny leave requests within 2 working days.
- Documentation may be required for certain leave types (e.g., medical certificate for sick leave).

Leave Accrual and Carry Forward

- Annual leave accrues monthly and can be carried forward up to 10 days to the following year; beyond that, it will lapse unless otherwise approved.
- Unused casual and sick leave cannot be carried forward.

Leave Encashment

- Encashment of unused annual leave is allowed only upon resignation or termination, calculated at the last drawn monthly salary.