

# Employee Leave Policy

## 1. Introduction

This policy outlines the types of leaves available to employees, the rules for availing them, and the maximum number of consecutive leave days permitted.

## 2. Types of Leaves

### a. Casual Leave (CL):

- 12 days per calendar year
- Intended for unforeseen or urgent personal matters
- Maximum 3 consecutive days

### b. Sick Leave (SL):

- 10 days per calendar year
- For health-related absences
- Medical certificate required for more than 2 days
- Maximum 5 consecutive days

### c. Earned Leave (EL):

- 18 days per calendar year
- Can be carried forward up to 45 days
- Must be planned in advance
- Maximum 15 consecutive days with managerial approval

### d. Maternity Leave:

- 26 weeks for the first two children

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- 12 weeks for subsequent children
- Can be extended with unpaid leave

### e. Paternity Leave:

- 15 days within 6 months of childbirth
- Non-carry forwardable

### f. Bereavement Leave:

- Up to 5 days in case of immediate family loss

### g. Leave Without Pay (LWP):

- Can be availed when no paid leave is available
- Subject to managerial approval

## 3. Leave Availment Rules

- Leave applications must be submitted through the HR portal.
- Casual and sick leaves should be informed as early as possible.
- Earned leaves require prior approval (minimum 1 week notice).
- Unauthorized absences may lead to disciplinary action.
- Leaves during notice period will be unpaid unless pre-approved.
- Public holidays or weekends sandwiched between leaves are not counted.