

Subject: Clarification of Casual and Medical Leave Policy

Dear Team,

This is to clarify our leave policy at Mediusware Ltd. For Casual Leave, requests must be submitted by **6:00 PM on the last working day before the leave date.**

Medical Leave requires a **registered doctor's prescription** as proof of illness.

We appreciate your cooperation. For any questions or further clarification, please contact the HR department.

Best regards,

HR Executive

Mediusware Ltd.