

## Employee Leave Policy

### 1. Types of Leave:

- a. Casual Leave (CL): 8 days per year
- b. Sick Leave (SL): 10 days per year
- c. Earned Leave (EL): 15 days per year
- d. Maternity Leave: 26 weeks as per law

### 2. Leave Eligibility:

- All full-time employees are eligible for leave.
- Leaves are credited at the beginning of each calendar year.

### 3. Leave Application Process:

- Leave must be applied via the HR portal.
- Prior approval from the reporting manager is required.
- Emergency leaves must be informed within 24 hours.

### 4. Leave Encashment:

- Earned leaves can be encashed once a year during December.
- A maximum of 30 days can be carried forward to the next year.

### 5. Uninformed Leave:

- Uninformed leaves are subject to disciplinary action.
- Three or more uninformed absences may lead to HR review.

Please contact HR for more details.