

Medical Conditions

This policy would be effective from **Mar 10, 2025** onwards

- Suppose an employee is unable to fulfill their work duties from the office due to their medical condition. In that case, they may be granted the opportunity to work remotely for a period of up to two months. Should an employee require additional time off, they will be granted a one-month leave of absence without pay. If your absence exceeds this period, you will be subject to the exit process.
- If an employee has a medical condition that prevents them from working, they are entitled to up to 30 days of paid leave as per their available leave quota. After utilization of the leave quota, If they require additional time off, they will be granted another 15 days of full pay. After that, they will be granted another 15 days at half-pay. If they need more time off beyond this, they will be granted one more month of leave without pay. If your absence exceeds this period, you will be subject to the exit process.
- In any case including paid or partial paid leaves and work remotely, only up to 2 months will be allowed for your medical conditions.
- In case of a medical emergency, employees are entitled to a maximum of two months of rest, which includes paid leave and remote work, within 12 months. If a second medical emergency occurs within these 12 months, up to two months of leave without pay may be granted. However, if the absence exceeds this period, the employee may be subject to the exit process.
- It is important to note that this is a discretionary measure, and the final decision on an employee's work status, leaves, and work remotely lies with the management. If your absence exceeds this period, you will be subject to the exit process.

NOTE: If employees find themselves in any of the aforementioned scenarios, it is important to furnish genuine medical records.