

## # Leave Policy

### ## Introduction

At Novus Technologies, we recognize the importance of work-life balance and the need for employees to take time off for various reasons. This leave policy outlines the different types of leave available to employees and the procedures for requesting and managing leave.

### ## Types of Leave

#### ### 1. Annual Leave

All full-time employees are entitled to 20 days of paid annual leave per calendar year. Annual leave accrues on a pro-rata basis from the date of joining. Unused annual leave can be carried forward to the next year, subject to a maximum of 10 days.

#### ### 2. Sick Leave

Employees are entitled to 10 days of paid sick leave per calendar year. Sick leave cannot be carried forward to the next year. If an employee is absent due to illness for more than three consecutive days, a medical certificate from a registered medical practitioner must be provided.

#### ### 3. Maternity Leave

Female employees are entitled to 12 weeks of paid maternity leave. This leave can be taken up to 4 weeks before the expected date of delivery. An additional 4 weeks of unpaid leave can be requested if needed.

#### ### 4. Paternity Leave

Male employees are entitled to 5 days of paid paternity leave, to be taken within 1 month of the birth of their child.

#### ### 5. Compassionate Leave

Employees are entitled to 3 days of paid compassionate leave in the event of the death of an immediate family member (spouse, child, parent, or sibling).

#### ### 6. Unpaid Leave

In exceptional circumstances, employees may request unpaid leave. Approval of unpaid leave is at the discretion of the employee's manager and the Human Resources department.

### ## Requesting Leave

To request leave, employees must submit a leave application through the company's HR portal at least 2 weeks in advance (except in case of emergencies). The application must be approved by the employee's manager before the leave can be taken.

### ## Public Holidays

Novus Technologies observes all national and state public holidays. Employees are not required to work on public holidays and will receive their normal pay.

### ## Abuse of Leave

Novus Technologies reserves the right to take disciplinary action against employees who abuse the leave policy, such as by providing false information or taking leave without approval.

#### **## Amendments**

Novus Technologies reserves the right to amend this leave policy at any time. Employees will be notified of any changes to the policy.

#### **## Conclusion**

We believe that this leave policy provides employees with the flexibility and support they need to maintain a healthy work-life balance. If you have any questions about the policy or need clarification, please contact the Human Resources department.