



Company Leave Policy

Paid Leave Policy

1. Employees receive **1.5 days of paid leave per month, totalling 18 days annually (Jan–Dec 2025)**.
2. Leave accrues **monthly and must be consumed within the same calendar year**.
3. Up to **9 unused leave days will be carried forward to the next year**, remaining leaves will lapse, and there is no encashment policy.

Optional Holiday Policy

1. Employees are entitled to **3 optional holidays annually (Jan–Dec 2025)**.
2. These are **paid leaves** to observe holidays of personal or cultural significance.
3. Leave must be **consumed within the same calendar year** it is credited.
4. Optional holidays are **not carried forward** to the next year.
5. Employees can **choose which holidays** to observe from the company's optional holiday list.

Paternity Leave Policy

1. **Male employees** are granted **5 days of paid paternity leave** per child, limited to **two childbirths**.
2. Leave must be **availed within 3 weeks of the child's birth**.
3. Only **full-day leave** is allowed and must be applied **at least 1 day in advance** or within **28 days post-event**.
4. Leave cannot be taken **during the notice period**.
5. It is **available after the probation period**, though accrual starts from joining.



Maternity Leave Policy

1. **Female employees** are entitled to **26 weeks of paid maternity leave** for the first two childbirths.
2. For the **third childbirth onward**, **12 weeks** of maternity leave is granted.
3. Leave can begin **up to 8 weeks before the expected delivery date**.
4. Additional **unpaid leave** may be approved based on medical needs.
5. Maternity leave is **not deducted** from regular paid leave balances.

Bereavement Leave Policy

1. Employees are entitled to **5 days of bereavement leave** annually (Jan–Dec 2025).
2. Leave is granted for **family emergencies or the loss of immediate family members**.
3. **Only full-day leave** can be applied under this category.
4. Leave can be applied up to **10 calendar days in the past**, with a mandatory comment.
5. **Leave is available immediately upon joining**, with no waiting period