

**Leave policy: -**

Effective Date: 1/1/2024.

Leave Entitlement for the year - Total leaves per employee for the year:

- 1. 26 Earned/Paid Leaves**
- 2. 11 Public Holidays**
- 3. Probationary Leave : One day leave for every completed month**

The objective of the leave policy is to ensure all employees have adequate time away from work while avoiding the build- up of large amounts of annual leave not taken on the company leave balance sheet.

The leave cycle start from 1<sup>st</sup> January and end on 31<sup>st</sup> December of every year.

Leave accrued over a year will not be carried forwarded in the next to leave cycle. Please note that in a leave cycle only 26 leave will be allowed and approved.

Only 13 leaves will be vacation leave, and 13 leaves will be medical leave. There are 11 holidays in this financial year, 2024.

**Leave application procedure: -**

- It is necessary that Leaves are schedule in advance (through mail) and in manner that balances both individual's desire and company's need for appropriate coverage on terms and projects.
- It is necessary to inform your supervisor (Team leader) & HR about your leave in Advance. All Employees should get leave approval

(through Mail) from their HR&supervisor for their Vacation/Sick/compassionate leave.

- In case of any emergency, you can just drop message on whatsapp for leave.
- Sick Leave (SL) --- Sick leave beyond 3 days to be supported with evidence like Medical Certificate. Any National & Festival holidays or weekly holidays prefixing or suffixing or falling in between the leave applied shall not be included.
- Leave can be availed for a maximum period of 2 days in one stretch (per month).
- Respective Reporting Authority has decision making power to either approve a Requested leave by the employee as paid or unpaid basis on the requirements.
- Employees on probation can avail leave in case of sickness or in case of emergency, subject to management's discretion and approval.

#### **Leave without Pay (LWP):-**

- Any sanctioned leave which does not fall under any of the above categories (i.e. Sick, Earned, Paternity or Maternity Leave) will be considered as Leave without Pay.

- **Unauthorized Absence :-**

If an employee absents himself/herself from duty without intimation or leave sanction for more than 7 consecutive days, he/she shall be presumed to have left the services of the company on his own accord without notice and his name shall accordingly, be struck off from the rolls of the company.

**Techsture Technologies India Private Limited Holidays List 2024**

14 January 2024	Sankranti (Sunday)
15 January 2024	Sankranti II (Monday)
26 January 2024	Republic day (Friday)
25 march2024	Dhuleti (Monday)
15 August2024	Independence day (Thursday)
19 August 2024	Rakshabandhan (Monday)
26August 2024	Janmashtami (Monday)
12 October 2024	Dussera ( Saturday)
31 October 2024	Diwali (Thursday)
2 November 2024	Nutan Varsha (Saturday)
3 November 2024	Bhai Duj (Sunday)

