

## LEAVE POLICY

### 1. Policy Objective

This policy outlines the leave entitlements and procedures applicable to employees of the Company, ensuring consistency, transparency, and compliance with organizational requirements.

### 2. Applicability

This Leave Policy is applicable to all employees of the Company and shall be governed by the rules, regulations, and terms of employment applicable to employees in their respective cadre.

### 3. Leave Year

The leave year shall be from January to December of each calendar year.

### 4. Leave Entitlement

Employees are entitled to the following leaves during a calendar year:

- Earned Leave (EL) / Annual Leave (AL): 15 days
- Sick Leave (SL): 5 days

### 5. Earned Leave (EL) / Annual Leave (AL)

- Earned Leave may be availed for planned personal requirements, vacations, or personal reasons.
- Employees must apply for Earned Leave in advance through the prescribed leave management system.
- Earned Leave must be applied at least 6 to 10 days in advance and is subject to approval by the reporting manager and business requirements..
- A maximum of 8 (Eight) days of unused Earned Leave may be carried forward to the subsequent leave year.
  
- The Company does not have a leave encashment policy. Unused Earned Leave shall not be encashed under any circumstances.

### 6. Sick Leave (SL)

- Sick Leave may be availed in case of illness or medical emergencies.
- Employees must inform their reporting manager at the earliest in case of sick leave.
- The Company reserves the right to request medical documentation for extended or frequent sick leave.
- Unused Sick Leave is not eligible for carry forward and shall lapse at the end of the leave year.



## **7. Leave Application & Approval**

- All leave applications must be submitted through the official leave management system or as prescribed by the Company.
- Approval of leave is subject to managerial discretion and business exigencies.

## **8. General Conditions**

- Leave entitlement may be prorated for employees joining or separating during the leave year.
- The Company reserves the right to amend, modify, or withdraw this policy at its discretion at any time.