

Leave policy

1. All confirmed employees are entitled to 1 day of casual leave for every completed calendar month. Accordingly, 12 casual leaves will be credited to the employee's leave balance at the beginning of each calendar year.
2. Unutilized casual leave shall be eligible for encashment at the start of the next calendar year.
3. Casual leave availed at a time shall not exceed 3 (Three) consecutive working days. In cases where public holidays or company-declared holidays fall in between, the total continuous period of absence shall not exceed 5 (Five) consecutive days.
4. Any absence exceeding 3 (Three) consecutive days or beyond the available leave balance shall be treated as Loss of Pay (LOP).
5. Employees shall be eligible for up to 12 days of medical leave in a calendar year, subject to applicable medical documentation if the medical leave is beyond 2 days.
6. The option to work from home (WFH) is provided purely as a convenience and shall be subject to prior approval and the discretion of the management.

Work Timing Policy

1. The standard working hours for all employees shall be from **10:00 AM to 7:00 PM**, inclusive of prescribed breaks.
2. A grace period of up to 15 minutes beyond the prescribed reporting time may be permitted. Employees are, however, expected to adhere to punctuality norms.
3. Employees are required to maintain a minimum average working duration of 8 hours per working day, as calculated over the applicable attendance or payroll period.
4. In instances where the grace period is frequently exceeded or misused, the management reserves the right, at its sole discretion, to treat such occurrences as a half-day leave, based on managerial discretion.