

Leave Policy Data Table:

Reason	Duration of Leave Allowed in days	Approving Authority	Eligibility	Unpaid Option	Notice period in days	Pre, Intra and Post campaign days (Proposed)
Hajj	40	CTC	6 months of service	Yes, up to 40 days (after factoring accrued leaves)	30	Allowed Once during employment (Provide temporary replacement accordingly)
Umrah/Ziart	15	CTC	6 months of service	No	15	Not Allowed
Religious observances (Chillah, Tableegh, Itikaf)	7	CTC	NA	No	15	Not Allowed
Other Religious Events (Christmas, Diwali etc.)	7	CTC	N/A	Yes	15	Allowed for only one day to be decided on case-to-case basis
Study/Exams	15	CTC	Submit admit card/ exam slip	No	7	Allowed (only for exam timings)
Maternity	65 days	CTC	Can avail any time during service	45 days paid (after factoring accrued leave) 20 days unpaid	30 days in case of emergency	Allowed (Provide temporary replacement accordingly)
Family Wedding	7	CTC	N/A	No	15	Not Allowed
Self-Wedding	7	CTC	N/A	Yes, after factoring accrued leave	15	Preferably not in campaign days
Immediate Family Death	3	CTC	Submit copy of death certificate upon returning	Yes	Inform Same day	Allowed (Provide temporary replacement accordingly)
Self-Sick Leave	7	CTC	Submit copy of medical documents	No	Inform Same day	Allowed only in severe Sickness
Immediate Family-Sick	7	CTC	Submit copy of	No	Inform Same day	Allowed only in severe Sickness

Leave Policy Data Table:

Leave			medical documents			
Accident-while at work	15	CTC	Submit Medical Certificate & Supervisor to Confirm	No	Inform Same day	Allowed (Provide temporary replacement accordingly)
Accident-while not at work	15	CTC	Submit Medical Certificate	No	Inform Same day	Allowed (Provide temporary replacement accordingly)

Leave Division:

- Each worker is entitled to five working days leave during their three-months of contract, and a total 20 working days of leave per calendar year.
- 20 days annual leave is to cover sickness, emergency, domestic issues, wedding, mourning etc. Such leaves must be duly authorized by the supervisor and notified to CTC in advance. ss
- 50% of unused leave can be carried forward to the next calendar year.
- No leave encashment is admissible under any circumstances

Note:

As per SOPs our third quarter is going on and onwards October it will be fourth (last Quarter).