

# Employee Leave Policy

## 1. Purpose

This policy defines the leave entitlements and guidelines applicable to employees of the organization. The objective is to support employee well-being, work-life balance, and consistent leave administration while ensuring smooth business operations.

## 2. Scope

This policy applies to all full-time employees of the organization. Certain leave types may be subject to eligibility criteria and management approval.

## 3. Leave Entitlements

### 3.1 Earned Leave

- Employees are entitled to **20 earned leaves per calendar year**.
- Earned leave is accrued at the rate of **5 leaves per quarter**.
- Earned leave should be planned in advance and is subject to approval by the reporting manager.

### 3.2 Special Birthday Leave

- Employees are entitled to **2 special leaves per year**, in addition to earned leave:
  - **1 leave on the employee's birthday**
  - **1 leave on the birthday of one loved one** (spouse, parent, child, or sibling)
- These leaves are non-cumulative and must be availed within the same calendar year.

**Total annual leave entitlement:** 22 days (20 earned leaves + 2 special birthday leaves)

### 3.3 Government Holidays

- The organization observes **11 government-declared holidays** each calendar year.
- The official holiday list will be shared by HR at the beginning of the year.

### 3.4 Optional Holiday

- Employees are entitled to **1 optional holiday per year**.
- The optional holiday may be selected from the list provided by the company.
- Prior approval from the reporting manager is required.

#### 4. Sabbatical Leave

- Employees may apply for a **sabbatical leave of up to one month**.
- Sabbatical leave is subject to eligibility criteria, business requirements, and management approval.
- Terms related to compensation, continuity of service, and benefits during sabbatical will be governed by internal guidelines.

#### 5. Maternity Leave

- Maternity leave shall be provided in accordance with applicable statutory provisions.
- Eligible employees are entitled to **paid maternity leave**, employment protection, and related benefits as prescribed by law.
- The organization ensures a safe and supportive work environment for pregnant and nursing employees.

#### 6. Leave Application & Approval

- All leave requests must be submitted through the designated leave management system or as prescribed by HR.
- Leave approvals are subject to reporting manager approval and team requirements.
- In case of emergencies, employees must inform their manager at the earliest possible time.

#### 7. Carry Forward & Lapse

- Earned leave carry-forward or encashment, if applicable, shall be governed by internal HR guidelines.
- Special birthday leave and optional holidays cannot be carried forward and will lapse if not utilized within the calendar year.

#### 8. Roles & Responsibilities

- **Employees:** Plan and utilize leave responsibly.
- **Reporting Managers:** Ensure fair leave approval while maintaining operational continuity.
- **HR:** Maintain leave records, ensure policy compliance, and communicate holiday lists.

#### 9. Policy Review

This policy shall be reviewed periodically and may be revised to align with organizational or statutory changes.

**Approved by:** Directors

**Effective Date:** \_\_\_\_\_



**Rakesh R - Director**  
**Deepsense Digital Solutions Pvt**

### Deepsense Digital Solutions Private Limited

No 10, 3rd Floor, 1st Main Rd, United India Colony, Kodambakkam, Chennai, Tamil Nadu 600024 TN.

Ph: 044 - 4302 4282

CIN NO: U51909TN2016PTC112834; www.deepsense.in