



LEAVES POLICY FOR IPRS CONSULTANTS

1. ****Working Hours:**

- The regular working hours are from 10:00 AM to 06:00 PM, Monday to Friday.
- On Saturdays, the working hours are from 10:00 AM to 04:00 PM.

2. ****Paid Leaves:**

- Employees are entitled to observe paid leaves on Sundays and public holidays.
- The number of paid leaves will be based on the official public holiday calendar of the company's location.

3. ****Annual Leaves:**

- Employees will be granted 14 days of annual leave in a calendar year.
- The annual leave entitlement will be accrued on a pro-rata basis for employees joining in the middle of the year.

4. ****Sick Leaves:**

- Employees will be provided with 5 days of sick leave in a calendar year.
- A valid medical certificate may be required for sick leave exceeding 2 consecutive days.

5. ****Leave Application Procedure:**

- All leave requests, including annual and sick leaves, must be applied in advance via email to the HR department at iprsconsultants@gmail.com.
- Employees must specify the reason for the leave and the intended dates of absence in the leave application.

6. ****Short Notice Leave Deduction:**

- Any leave taken without prior notice of at least 2 working days will result in a deduction in salary for the corresponding leave period.

- Exceptions may be made in cases of emergency or unforeseen circumstances, subject to approval from the management.

7. **Late Arrival Policy:

- Employees are expected to arrive on time for their scheduled working hours.
- Three instances of late arrival in a calendar month will result in the deduction of one day's leave from the employee's leave balance.

8. **Leave Carryover:

- Unused annual leave can be carried over to the next calendar year, up to a maximum of 5 days.
- Sick leave cannot be carried over to the next calendar year.

9. **Leave Approval:

- The approval of leaves will be subject to business requirements and the availability of adequate staff to maintain normal operations.

10. **Leave Encashment:

- Leave encashment is not permitted, except upon the termination of employment as per the prevailing labor laws.

11. **Employee Responsibilities:

- Employees are responsible for planning their leaves in advance and ensuring sufficient coverage during their absence.
- All leave applications must be accurate, complete, and submitted on time.

12. **Leave Record:

- The HR department will maintain a record of leaves taken by each employee, and employees can inquire about their leave balances when needed.

13. **Policy Updates:

- This leaves policy may be subject to revision from time to time, and any updates will be communicated to all employees accordingly.