

Leanworx Technologies Pvt. Ltd.

Leave Policy

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1. Policy Statement

This policy of **Leanworx Technologies Private Limited** (“the Company”) defines the guidelines governing employee leave and is applicable to all employees of the Company.

2. Policy Scope

This policy applies to all **regular full-time employees and direct contractors (“Employees”)** of the Company in India.

3. Leave Year

The leave year shall run from **1 January to 31 December**.

4. Leave Entitlements

Employees are eligible for **Earned Leave (EL)** and **Sick Leave (SL)** per leave year, as detailed below.

4.1 Earned Leave (EL)

Definition

Earned Leave is earned leave credited to employees by the Company. It may be used for vacation, rest, marriage, or medical needs. Employees are required to plan and apply for Earned Leave in advance to enable managerial approval and work continuity.

Entitlement

Location	Leave Type	Annual Entitlement
All Locations	Earned Leave	18 days

4.2 Sick Leave (SL)

Definition

Sick Leave may be availed by an employee in case of illness. Wages shall be paid during Sick Leave days when the employee is unable to work due to sickness. Sick Leave cannot be used for vacation purposes.

Entitlement

Location	Leave Type	Annual Entitlement
All Locations	Sick Leave	06 days

5. Earned Leave (EL).

- Earned Leave accrues from **1 January to 31 December** of the leave year.
- Any planned leave exceeding **two (2) days** must be informed in advance to HR or the Manager.
- Employees must obtain **documented approval** from their manager prior to availing leave.

- In case of emergency or unplanned leave, the Manager must be informed at the earliest via call or email.
- Leave records must be updated by the Employee in the system within **two (2) working days** of return.
- Employees may avail Earned Leave in advance.
- In the event of leaving the company, the accrued leave shall be calculated on a prorated basis for adjustment or recovery.
- Employees on **Leave Without Pay (LWP)** shall not accrue PL/SL during that period.

6. Accumulation of Earned Leave

Employees may carry forward Earned Leave to the next leave year as per the applicable **State Shops and Establishment Act**, subject to the limits below:

Employee's Base Location	Maximum Carryover
Hyderabad	60 days
Gurugram	30 days
Bengaluru, Chennai, Coimbatore, Pune & Noida	45 days

7. Encashment of Earned Leave

Accumulated Earned Leave shall be **encashed at the time of separation** and settled along with the full and final settlement.

Encashment shall be calculated based on the **Monthly Gross Salary**, excluding deferred benefits and incentives.

8. Separation from the Company

Earned Leave shall be encashed when employment is severed due to:

- Voluntary resignation
- Termination or discharge
- Death during service

In case of **death during service**, Earned Leave shall be encashed **without pro-rata calculation**, and payment shall be made to the nominee(s) along with the final settlement.

9. Sick Leave (SL) – Combined Quota

General Guidelines

- Sick Leave entitlement shall be as per applicable to State laws.
- Sick Leave availed shall **not exceed three (3) consecutive working day**.
- Any planned leave exceeding Two (2) days shall be treated as **Earned Leave**.
- Medical leave exceeding **three (3) consecutive working days** must be supported by a **medical document**, and intimation must be provided to the Manager.
- Sick Leave may be available in multiples of **half-day (0.5 days)**.

- In case of insufficient Sick Leave balance, **Leave Without Pay (LWP)** may be sanctioned with approval from the Manager and HR.
- Sick Leave cannot be clubbed with Earned Leave.
- Un-availed Sick Leave shall lapse at the end of the leave year (**31 March**).
- Sick Leave shall not be encashed or adjusted against notice period under any circumstances.

10. Leave Without Pay (LWP)

- Leaves taken beyond eligible entitlements shall be treated as **Leave Without Pay**.
- LWP shall be sanctioned only by the **HR**, based on the Manager's recommendation and supporting medical documents, if applicable.
- Weekly offs and holidays falling during LWP shall also be treated as LWP.

11. Compensatory Off

- Employees working on weekly offs due to project or client requirements may be eligible for **Compensatory Off**.
- Compensatory leave must be availed within **one (1) month** from the date it is earned.
- Maximum accumulation allowed is **45 hours per month**.
- Approval from the Manager and HR Business Partner is mandatory.
- Compensatory Off may be available in multiples of **half-day (0.5 days)**.
- Employees working on National or Festival Holidays shall be eligible for wages or substituted holidays as per applicable State laws.

12. Other Clauses

- Employees shall not engage in any employment or profit-making activity while on leave.
- Leave extension requests must be submitted before Leave expiry; failure to do so shall be treated as **unauthorized absence**.
- Sick Leave applies strictly to illness; misuse may result in disciplinary action.
- Extended sick leave exceeding three (**3**) days requires submission of a **medical document**.
- Employees serving notice period must complete the full notice of tenure. Leave availed during notice period shall extend the notice period accordingly.

13. Maternity Leave

- For up to 2 children, paid maternity leave of 26 weeks can be availed by women employees.
- Post the 26 weeks; employees can avail of another month's leave based on medical reasons only and upon certification by a medical practitioner.
- For the third child onwards, they are eligible to avail 12 weeks of paid maternity leave.
- Of the 26 weeks, employees have to proceed on leave at least 8 weeks prior to the estimated delivery date.

14. Menstrual Leave Policy

- In accordance with the provisions notified under the Karnataka Shops and Establishments Act, 1961 (as amended in 2025), all women employees are entitled to twelve (12) days of menstrual leave per calendar year.
- This leave is granted exclusively to address health and wellness needs during menstruation. It shall be availed on a day today-- basis, and is in addition to Earned Leave, Casual Leave, and Sick Leave, and cannot be carried forward or encashed.
- Applications for menstrual leave must be submitted through the standard HR leave management system, and no medical certificate is required unless specifically mandated by the law, the Menstrual Leave Policy (as per Karnataka Shops and Establishments Act, 2025 Amendment).