

Leave Policy - 2025

NimbusTech Solutions values employee well-being and believes in providing adequate time off to maintain a healthy work-life balance. This policy outlines the different types of leaves available and the guidelines for applying them.

Annual Leave Structure

- Casual Leave (CL): 7 days per year
- Paid Leave (PL): 18 days per year (accrued monthly on the 1st)
- Sick Leave (SL): 7 days per year
- Birthday Leave: 1 day (only on the employee's birthday)
- Anniversary Leave: 1 day (applicable only to married employees, on their marriage anniversary)

General Guidelines

- Leave for new employees is prorated based on their date of joining.
- Leave for exiting employees is prorated based on their exit date.
- Half-day leaves are allowed.
- Leaves of 2 or more consecutive calendar days require 5 calendar days' prior notice, including at least 3 working days.
- Manager approval is mandatory for all leave requests.
- During the probation period, employees can apply for:
 - Up to 2 days of general leave
 - Up to 3 days of sick leave
- Casual Leave cannot be availed when there is a balance in Paid Leave.
- All leave requests must include a reason in the comments section (minimum 15-20 characters).
- Carry Forward Policy:
 - Casual & Sick Leaves reset at year-end.
 - Paid Leaves can carry forward a maximum of 5 unused days.

- Club Sandwich Policy applies across all leave types.
- Employees may take:
 - A maximum of 5 consecutive Paid Leave days
 - Up to 5 Paid Leave days and 3 Sick Leave days in a month.
 - Leaves taken during the notice period will extend the notice duration and will not be compensated separately.
 - For Sick Leave exceeding 7 days, a medical prescription or doctor's note is required.
 - Birthday and Anniversary Leaves can only be availed on the respective dates and cannot be moved to another day.

Maternity & Paternity Leave

- Maternity Leave:
 - 26 weeks total leave, with up to 8 weeks pre-delivery.
 - If the employee already has 2 or more children, the entitlement is 12 weeks (with up to 6 weeks pre-delivery).
- Paternity Leave:
 - Male employees are entitled to 10 days of leave around childbirth.