

## Leave & Attendance Policy – [www.cbemg.com]

### Annual Leave Entitlement

Leave Type	Quantity Per Year	Notes
Casual Leave (CL)	6 days	Can be availed with prior notice.
Sick Leave (SL)	4 days	Medical certificate required if more than 2 consecutive days
Govt Holidays	3 days leave/year	Instead of public holidays, these 4 leaves can be availed on any preferred dates

### Attendance & Punctuality

Rule Description	Action / Penalty
Late Arrival after 9:30AM	3 instances = 1 day absent
Leave without prior permission	Counted as Absent
Uninformed Absence	Treated as unauthorized leave
Full 100% All Working Days Attendance in a Month	1 day bonus salary as attendance reward
Uninformed and Unapproved Breaks	Not complying with this requirement will be considered as absent from the work.
Break not more than 30 + 15 minutes per day. (Only 2 breaks are acceptable: One Lunch Break of 30 min, and one short break of 15 min per day.)	Not complying with this requirement will be considered as absent from the work.

### Additional Notes

- Leaves must be pre-approved through the reporting manager or HR.
- Leaves will not be clubbed with the weekly off.
- All leave balances are tracked monthly.
- Half-day rules, if applicable, can be defined separately.
- Excess Leave / Uninformed Absence / Leave without prior permission : Any leave taken beyond the allowed quota will be considered Loss of Pay (LOP).