

Leave Policy

ARPO is committed to fostering a healthy work-life balance for its employees. The following leave policy outlines the different types of leave available to all staff members:

1. Sick Leave (SL):

Entitlement: Employees are entitled to 9 days of SL per year.

Availment: A medical certificate is required for absences exceeding 3 days.

2. Casual Leave (CL):

Entitlement: Employees are entitled to 12 days of CL per year.

Availment: CL is intended for short-term absences and cannot be combined with other leaves with a maximum of 2 per month.

3. Period Leave:

Female employees are entitled to 12 days of paid period leave per year, which can be taken up to 2 days per month. This leave is intended to support employees experiencing menstrual discomfort. No medical certificate is required for period leave.

4. Maternity Leave:

Female employees are entitled to 26 weeks of paid maternity leave. This leave can be taken before and after the birth of a child, as per applicable laws and regulations.

5. Paternity Leave:

Male employees are entitled to 6 weeks of paid paternity leave upon the birth of their child.

6. Special Leave:

In special circumstances, employees may request unpaid leave beyond their annual, period maternity, and paternity leave entitlement. Requests for special leave (between 5 and 10 days) will be considered at the discretion of ARPO management and may be granted based on factors such as:

Accidents, health issues (beyond the specified sick leave entitlement)

The nature of the request (e.g., family emergency, bereavement)

Project workload and deadlines

7. Leave Request Process:

Employees must submit all leave requests in writing via email to hr@arpo.in or leave request form on ERP Next to HR at least 2 days in advance, except in cases of emergencies. In the case of an emergency, employees should notify their supervisor as soon as possible. For period leave, employees should notify their supervisor via email or leave request form on ERP Next to HR. For maternity and paternity leave, employees should provide reasonable notice to HR, as per legal requirements and company policy.

8. Carryover of Unused Leave:

Unused annual leave may be carried over to the next year (up to a maximum of 5 days) with prior approval from ARPO management. Sick leave and special leave cannot be carried over.

9. Payment During Leave:

Employees will receive their regular salary for approved paid leave days (annual, sick, period, maternity, and paternity leave). No compensation will be provided for unpaid special leave.

10. Responsibilities:

Employees are responsible for ensuring a smooth handover of their duties during leave periods. This may involve delegating tasks to colleagues and providing clear instructions to ensure continuity of work.

11. Compliance:

Employees are expected to comply with all terms and conditions outlined in this Leave Policy.

12. Review and Updates:

ARPO reserves the right to review and update this Leave Policy at any time. Any changes will be communicated to employees in writing.

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