**Leave Policy**

- **Maximum Annual 20 Days leave allowed.**

**- 10 Days consecutive including Saturday and Sunday.**

**- 3 days emergency work from home.**

**- Beyond the above, daily absence will be unpaid leave**

Signed By

|  |  |
| --- | --- |
| Vighnesh Singh | Hiren Ranpariya |
| Ritesh Patel | Vijay Babar |
| Ajit Phadtare | Shivshekhar Patel |
| Nitesh Shukla | Rahul More |