



INCREDIBLE DESIGNS

1. Paid Leave (PL / Casual Leave)

Total: 12 days per year (1 per month)

Can be used for personal work, short trips, urgent needs

Rule:

Max 3 consecutive paid leaves allowed (Approval Mandatory before 3 days to leave.)

If you are taking 1 day, just inform to the team/ no need for official approval.

2. Sick Leave (SL)

Total: 4 days per year

For illness or medical emergency

No medical proof unless more than 1 consecutive days.

3. Paid Holidays (Fixed)

Include major holidays like:

Durga Puja

Dipaboli
Dol Jatra

Independence Day

Republic Day
Eid

4. Unpaid Leave (LWP – Leave Without Pay)

Allowed when paid leave is exhausted.