

LEAVE POLICY FOR THE FIRST QUARTER OF 2026

JANUARY 2026

Date	Description of Leave
01 st January 2026	New Year
04 th January 2026	Sunday
11 th January 2026	Sunday
14 th January 2026	Makar Sankranti
18 th January 2026	Sunday
23 rd January 2026	Vasant Panchami
25 th January 2026	Sunday
26 th January 2026	Republic Day

FEBRUARY 2026

Date	Description of Leave
01 st February 2026	Sunday
08 th February 2026	Sunday
15 th February 2026	Sunday/Maha Shivaratri
22 nd February 2026	Sunday

MARCH 2026

Date	Description of Leave
01 st March 2026	Sunday
04 th March 2026	Holi
08 th March 2026	Sunday
15 th March 2026	Sunday
21 st March 2026	Eid-UL-Fitar
22 nd March 2026	Sunday
26 th March 2026	Ram navami
29 th March 2026	Sunday

APRIL 2026

Date	Description of Leave
5 th April 2026	Sunday
12 th April 2026	Sunday
19 th April 2026	Sunday
26 th April 2026	Sunday



Casual Leave:

Employees are entitled to 01 casual leave (CL) days per month or 12 casual leave (CL) days per year, which can be used for short-term personal reasons or emergencies. All casual leave must be applied in advance and is subject to approval based on operational requirements. Unused casual leave cannot be carried forward and will lapse at the end of the month if not used. Unauthorized leave may result in loss of pay or disciplinary action.

Sick Leave:

Employees are entitled to 10 sick leave days per calendar year, which may be availed in case of illness or medical emergencies on ground of submission of medical documents or certificate. Sick leave is strictly limited to the current calendar year and cannot be carried forward to the next month. Any misuse of sick leave or failure to provide proper documentation may result in leave being treated as unauthorized and may affect pay or employment status.

Important Note:

Leave is granted subject to operational requirements. Frequent unauthorized leave or misuse of leave policy may lead to disciplinary action. All employees must maintain transparency in leave reporting.

Weekly Off:

Standard weekly off is Sunday.

Public Holidays:

Employees are entitled to observe only the standard public holidays declared by the company. A list of these holidays will be shared at the beginning of each calendar year. Additional regional or optional holidays may not be applicable unless specifically announced by the company.

With Best Regards,

Mandeep Singh

Mandeep Singh | HR Manager
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