



## LEAVE POLICY FOR THE FIRST QUARTER OF 2026

### **JANUARY 2026**

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

### **FEBRUARY 2026**

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

### **MARCH 2026**

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

### **APRIL 2026**

<b>Date</b>	<b>Description of Leave</b>
<b>05<sup>th</sup> April 2026</b>	<b>Sunday</b>
<b>12<sup>th</sup> April 2026</b>	<b>Sunday</b>
<b>19<sup>th</sup> April 2026</b>	<b>Sunday</b>
<b>26<sup>th</sup> April 2026</b>	<b>Sunday</b>





**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**  
**Ambrelanexus BPO & Digital Services Pvt. Ltd.**

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