

# Hireflex247 India Pvt Ltd - Maternity & Paternity Leave Policy

Version January 2025

At **Hireflex247 India Pvt Ltd**, we value our employees and understand the importance of family commitments. However, as a **consultancy-based company**, we currently **do not provide paid maternity or paternity leave**. Employees who require time off for maternity or paternity reasons should discuss their situation with their **direct line manager** for further guidance.

## Key Policy Points

### 1. Leave Requests:

- Any maternity or paternity leave requested will be **unpaid**.
- Employees must notify their **direct line manager** as early as possible to discuss potential leave arrangements.

### 2. Employment Continuity:

- Due to the nature of our consultancy business, we will need to **replace your job role** with another employee during your leave.
- The company **does not guarantee** that your previous role will be available upon your return.

### 3. Alternative Work Arrangements:

- If applicable, employees may discuss potential **flexible work arrangements** with their manager upon return.
- Any rejoining opportunities will be subject to **business needs and availability** at that time.

### 4. Company Discretion:

- The company **reserves the right to make final decisions** on role replacements and future employment status based on operational requirements.

We encourage employees to have an open discussion with their managers regarding their specific needs. If you have any further questions, please contact the **HR team at [hr@hireflex247.com](mailto:hr@hireflex247.com)**.

**Hireflex247 India Pvt Ltd**

## Queries:

Should there be any doubts or questions regarding this policy, employees are encouraged to reach out to the HR department at [hr@hireflex247.com](mailto:hr@hireflex247.com)