**HR Coordination Outputs**

**1. Welcome Email Template**

* Create an email template

**2. NexaCore Solutions– Full Leave Policy (Summarize)**

The following document outlines NovaTech Digital’s official policy regarding employee leave entitlements, usage, and related procedures. All employees are expected to read and adhere to the guidelines outlined below.

**Annual Leave**

All full-time employees at NexaCore Solutions are entitled to 21 working days of paid annual leave per calendar year. Leave accrual begins from the employee’s first month of employment. Employees may begin using accrued annual leave after the successful completion of their three-month probation period.  
  
Employees are expected to request annual leave through the company’s internal HRMS portal at least 7 working days in advance. Leave requests are subject to approval by the direct supervisor and the HR department. Unused leave may be carried forward to the following calendar year, with a maximum carryover of 7 days. Any unused leave beyond this limit will be forfeited.

**Sick Leave**

Employees are entitled to up to 7 working days of paid sick leave annually. Sick leave must be reported as early as possible on the first day of absence. If the leave exceeds two consecutive days, a valid medical certificate must be submitted to HR.  
  
Sick leave does not roll over into the following year and cannot be exchanged for cash under any circumstances.

**Emergency Leave**

NexaCore Solutions allows up to 3 days of emergency leave per calendar year. This leave is reserved for urgent personal or family-related situations. Emergency leave must be requested as soon as possible and is subject to management approval on a case-by-case basis. Documentation may be required.

**Unpaid Leave**

Employees may apply for unpaid leave in cases where paid leave is exhausted or for special circumstances. All unpaid leave requests must be submitted in writing and approved by both the HR department and the employee’s supervisor.  
  
Unpaid leave may not exceed 15 working days per year. During this period, salary and benefits will be temporarily suspended. Repeated or excessive use of unpaid leave may impact performance evaluations.

**Public Holidays**

NexaCore Solutions observes all national public holidays as announced by the government. These holidays do not count against annual leave balances. If an employee is required to work on a public holiday, compensatory time off or overtime pay will be arranged in accordance with company policy.

**Maternity and Paternity Leave**

Maternity Leave: Female employees are entitled to 90 calendar days of paid maternity leave, subject to applicable labor law conditions. A medical certificate confirming the expected date of delivery must be submitted in advance.  
  
Paternity Leave: Male employees are entitled to 5 working days of paid paternity leave. The leave must be taken within 30 days following the birth of the child and should be requested in advance through HR.

**Leave Request and Approval Process**

All leave requests must be submitted through the company’s HRMS system. Employees should ensure timely submission and follow up with their supervisors if necessary. The HR department will not process leave approvals made via informal methods such as messaging apps or email.

**Compliance and Misuse**

Employees who fail to comply with the leave procedures, including proper documentation and approvals, may have their leave marked as unpaid. Repeated violations may result in disciplinary action. The HR department reserves the right to audit leave records periodically.

**3. Employee Tracker (Excel)**

