

IKIGAI LEAVE POLICY

Hello and welcome to the Ikigai leave policy. This document will help you understand when and how you can take time off work, the principles that guide the policy, and how we got here.

PRINCIPLES

Our leave program embodies our mission to make the world more inclusive and fun. It is designed to respect your privacy, give you control and flexibility over your leaves, help you focus on your health and wellness, and above all, encourage you to take time off. At the same time, in the spirit of ‘limitless ownership’, we expect you to be a responsible professional, manage your work, and be considerate towards your colleagues as you plan and avail your leaves.

We are always open to ideas for improvement. We will revisit this policy every year, and welcome suggestions on making it better. **HOW IT WORKS**

We offer 40 days of paid time off every calendar year (01 January – 31 December). This is split across casual and planned leave, and public holidays. We also offer wedding, bereavement and parental leave.

Flowing from the principles of our leave program, we encourage you to take time off throughout the year and consume all your leaves. Accordingly, we do not allow leaves to be en-cashed, or carried forward to the next year. If you do not avail your leaves, they lapse.

Leaves may operate differently in special circumstances. Your supervisor/partner will have the final say in all leave related matters.

Here is more information:

Category	Number	Eligibility	Process and conditions
Casual leave	12 business days	All full-time members who have completed their probation period. Please see ‘Special circumstances’ to understand how to take planned leave when you have newly joined the firm/are on probation.	<p>You can take these leaves on short-notice. You do not need to take prior approval from your supervisor. But you do need to inform them, and the people with whom you are working. The supervisor may also discuss with you and disapprove your leave.</p> <p>You must mark yourself on leave on the firm’s calendar. Try not to take more than 2 business days off in a row and please be cognizant of how your leave affects your colleagues and work. If you need additional time off, please speak to your supervisor. Casual leave may also be availed as planned leave. You may not club casual leave</p>

			with any discretionary leave (see ‘Special circumstances’).
Planned leave	18 business days	All full-time members. Please see ‘Special circumstances’ to understand how to take planned leave when you have newly joined the firm/are on probation.	<p>Your planned leaves must be approved by your supervisor. You must email your leave request to your supervisor at least 3 weeks before you go on leave. If you fail to do so, your supervisor may deny your request. If your leaves are approved, you must mark yourself on leave on the firm’s calendar.</p> <p>You may only take up to 10 continuous business days weeks off at a time. You may club planned leaves only with public holidays, and no other leave. Blocks of planned leave of 5 or more business days must be at least 6 weeks apart. For example, if you are on leave from 10-15, March (Mon-Fri), you may take your next planned leave on or after 01 May.</p> <p>Planned leaves are typically granted on a first come-first serve basis, but your supervisor may consider other criteria including current and anticipated workload.</p> <p>You may not club planned leave with any discretionary leave (see ‘Special circumstances’).</p>
Public holidays	10 business days	All full-time members.	<p>Every January, we will release a final list of public holidays for the year, applicable across all workplaces. Every December, we will invite suggestions from all members and consultants, which will form next year’s list. The operations team will facilitate this.</p>
Wedding leave	10 business days	All full-time members.	<p>You must take this leave as one continuous period. You must mark yourself on leave on the firm’s calendar at least 3 weeks before you go on leave. You may club your wedding leave with pre-approved planned leave, subject to all applicable conditions.</p>

Bereavement leave	10 business days	All full-time members.	Please let your supervisor know when and for how long you will be on leave. All leave beyond 10 business days will be deducted from your planned/casual leave. You/your supervisor must mark your leave on the firm's calendar.
Parental leave	<p>Maternity leave: 26 weeks for the first two biological children (except for children through surrogacy arrangements)</p> <p>12 weeks for the third biological child onwards (except for children through surrogacy arrangements) 12 weeks for adoption.</p> <p>12 weeks for a child through a surrogacy arrangement</p> <p>Paternity leave: 3 weeks for the birth of your child, adoption, or a child</p>	All full-time members who have worked in the firm for at least 9 months in the last 12 months.	<p>Maternity leave:</p> <ol style="list-style-type: none"> 1. If you are pregnant: For your first or second child, you may take up to 8 weeks off before childbirth, and the remaining after. From your third child onwards, you may take up to 6 weeks off before childbirth, and the remaining after. 2. If you are adopting: You may take time off if your child is less than 3 months old. Your leave may begin from the date of adoption and must be availed before your child turns 6 months old. 3. If you are the parent of a child through a surrogacy arrangement: You may take time off after your child is born. Your leave may begin from your child's date of birth and must be availed before your child turns 6 months old. <p>The higher of your unutilized planned leave or 50% of your annual planned leave will be adjusted against your maternity leave in all the above cases. All maternity leave must be taken as one continuous period.</p> <ol style="list-style-type: none"> 1. Paternity leave: If your spouse/partner is pregnant: You may take up to 1 week off before childbirth, and the remaining after. Your leave must be availed before your child turns 6 months old. 2. If you are adopting: Your leave may begin from the date of adoption, and must be availed before your child turns 6 months old. 3. If you are the parent of a child through a surrogacy arrangement: You may take time off

	through surrogacy.		<p>after your child is born. Your leave may begin from your child's date of birth and must be availed before your child turns 6 months old.</p> <p>All paternity leave must be taken as one continuous period.</p>
Special projects leave	Upto 4 weeks	All full-time members.	<p>You may use this time to study, sign up for a course, research and publish, or undertake any other work-related project. This leave is at the discretion of, and must be pre-approved by your partner. Approvals will be based on a pre-agreed plan, measurable outcomes, and any other criteria that your partner may decide.</p> <p>You must take this leave as one continuous period. You must email your leave application at least 12 weeks before you want to go on leave. Your application must contain details of the activity/course/project you plan to pursue, and how it will help you in your work. If your leave is approved, you must mark yourself on leave on the firm's calendar.</p> <p>You may club this leave with pre-approved planned leave, or discretionary leave, subject to all applicable conditions.</p>

Special circumstances

1. If you are a full-time consultant: You are entitled to all leaves, except parental leave, as full-time members. You are also bound by the same processes.

2. If you have a time-bound contract with the firm: Your casual and planned leaves are pro-rated from your date of joining to the end of your contract. You are entitled to 1 day of casual leave, and 1.5 days of planned leave every month. Any decimal will be rounded up to the next integer.
3. If you have newly joined the firm: Casual and planned leaves are pro-rated from your date of joining to 31 December of the calendar year. You are entitled to 1 day of casual leave, and 1.5 days of planned leave every month. Any decimal will be rounded up to the next integer.
4. If you are on probation: Casual and planned leaves are at the discretion of, and must be approved by, your supervisor/partner. Please inform Human Resources and your supervisor of any long leave you may want to take during your probation, at the time of accepting the offer. Your supervisor/partner has the discretion to extend your probation by the length of your leave. For example, if your probation is scheduled to end on 30 April, but you are on leave from 20-30 April, your probation may be extended to 10 May.
5. If you are on notice: All leaves are at the discretion of, and must be approved by, your supervisor/partner. You must get fresh approvals for all leaves pre-approved. Your supervisor may also cancel any pre-approved leave.
6. If the firm grants discretionary leave: We may declare additional holidays from time to time, typically around potential long weekends, or festivals. You may not club casual or planned leave with such discretionary leave. Pre-approved leaves will remain unaffected, but new requests for leave will be denied. You may club discretionary leave with leave for special projects, subject to all applicable conditions.

Journey

[Infographic documenting our journey in leading up to this leave policy, including 6-day weeks – alternate Saturdays off, etc.]