

Company Policies & Handbook

- [Upastra Leave Attendance Policy](#)

Upastra Leave Attendance Policy

This policy governs all leave, attendance, disciplinary, and absence-related matters for full-time employees of Upastra Digital Media. It ensures fair, transparent, and operationally sound management of staff availability, aligned with the company's Discord-based communication structure and UPASTRA attendance system.

Link : [Upastra Leave Attendance Policy](#)