

ABC Corp Leave Policy

****Company Name:** ABC Corp**

****Policy Name:** Leave Policy**

****Effective Date:** [DD/MM/YYYY]**

****Version:** 1.0**

1. Purpose

This policy outlines the leave entitlements, procedures, and guidelines for employees at ABC Corp. The goal is to ensure that employees take necessary time off while maintaining business efficiency.

2. Types of Leave

2.1 Annual Leave

Employees are entitled to ****20 days of paid annual leave**** per year. Unused annual leave can be carried forward for up to one year. Leave must be planned in advance and approved by the manager.

2.2 Sick Leave

Employees can take up to ****10 days of paid sick leave**** per year. A medical certificate is required for sick leave exceeding 2 consecutive days.

2.3 Maternity Leave

Female employees are entitled to ****12 weeks of paid maternity leave****. Employees must notify HR at least one month before the expected delivery date.

2.4 Paternity Leave

Male employees are entitled to ****2 weeks of paid paternity leave**** to support their spouse during childbirth. This leave should be availed within 6 months of the child's birth.

2.5 Bereavement Leave

In the unfortunate event of a death in the immediate family, employees can avail up to ****5 days of paid bereavement leave****.

2.6 Unpaid Leave

Employees may apply for unpaid leave for personal reasons. Approval is at the discretion of management based on business needs.

3. Leave Application Process

1. Employees must submit a leave request through the HR portal or email their manager at least ****7 days in advance**** for planned leave.

2. Emergency leave must be reported as soon as possible to the HR department.
3. Approval is subject to workload and business requirements.
4. Unapproved absences may result in disciplinary action.

4. Public Holidays

ABC Corp follows national and regional public holidays. The HR department will release an annual holiday calendar at the beginning of each year.

5. Policy Compliance

Non-compliance with this policy may result in disciplinary action. Repeated unauthorized absences may lead to warnings, salary deductions, or termination.