# Sandwich Leave Policy

**1. Objective**

The purpose of the Sandwich Leave Policy is to promote better **leave planning, ensure operational continuity**, and **discourage misuse of weekends and holidays** through unapproved or excessive leave. This policy ensures that employees take responsibility for pre-planning their time off and maintain transparency and discipline in leave usage.

### 2. Scope

This policy applies to **all full-time employees** of the organization. It is enforced through the company’s **HRIS (Human Resource Information System)** and will be applicable **automatically as per the conditions below**.

### 3. Policy Guidelines

#### A. Clubbing Leaves with Weekends (Sandwich Rule for Friday–Monday)

* If an employee applies for **leave on both Friday and the following Monday**, and fails to obtain **prior approval at least 21 days in advance**, then:  
  + **Saturday and Sunday will also be counted as leave**, resulting in **4 consecutive leave days** being marked in the HRIS.
  + This is known as the **Sandwich Rule**.

#### B. Excessive Leave in a Single Week

* If an employee takes **3 or more leaves (approved or unapproved) in a single calendar week (Monday–Sunday)**, then:  
  + The system will **automatically include Saturday and Sunday** in the leave calculation, even if they were not applied for.

#### C. Clubbing Leave with Holidays

* If an employee applies for **leave before or after an official holiday**, and the leave is **not approved at least 21 days in advance**, then:  
  + The **holiday will also be considered a leave day**, and it will be deducted from the leave balance.

📌 Example: If a public holiday falls on a Tuesday and you take leave on Monday or Wednesday without 21 days’ prior approval, then Tuesday (the holiday) will also be counted as a leave day.

### 4. HRIS Enforcement

* The HRIS is **configured to restrict leave applications that violate the sandwich policy rules**.
* However, if an employee **manages to bypass the system or takes unplanned leaves without formal approval**, the **sandwich policy will be enforced retroactively** by the HR and Attendance teams. HR will take strict action for the same.
* **No manual adjustments or exceptions will be entertained**. for unapproved or casual leave clubbing. However, in the event of **genuine emergencies**, the policy may be **relaxed on a case-by-case basis** upon proper verification. **Exceptional circumstances may include**:
* **Medical emergencies** involving the employee or immediate family members
* **Sudden death** of a close relative or family member
* **Natural calamities, accidents, or unavoidable legal circumstances**
* In such cases, the employee must:  
  + Inform HR **as soon as possible**
  + Submit valid supporting documents (e.g., medical certificate, death certificate, etc.)
  + **Discuss the case with HR and the Reporting Manager** for a possible **waiver from the Sandwich Rule**

### 5. Disciplinary Considerations

* Frequent misuse of leave, attempts to circumvent the policy, or habitual clubbing of holidays/weekends will be:  
  + Flagged in the employee's performance records
  + Subject to **written warnings**, or in repeated cases, **disciplinary action**

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### 6. Summary of Key Points

| **Scenario** | **Policy Applied** |
| --- | --- |
| Leave on Friday and Monday without a 21-day prior approval | Saturday and Sunday are also marked as leave (Total 4 days) |
| 3 or more leaves in a single week | Saturday and Sunday are marked as leave |
| Leave before/after a holiday without 21-day prior approval | Holiday marked as leave |

### 7. Conclusion

This policy has been designed to ensure **fairness**, **team productivity**, and **leave transparency**. Employees are encouraged to plan their leaves responsibly and well in advance, using the **HRIS system** only. No email, message, or verbal communication will be considered valid for leave requests.

For any clarification or exceptions, employees must write to **hroperations@antiersolutions.com** with their reporting manager in CC