

Leave Policy Document

(Casual, Sick, and Planned Leave)

Effective Date: [06/06/2025]

Applies To: All full-time and part-time employees of VALID

1. Overview

This policy outlines the entitlements and procedures for taking Casual Leave, Sick Leave, and Planned Leave. The goal is to support employees in balancing their personal well-being with professional responsibilities while ensuring smooth business operations.

2. Types of Leave Covered

A. Casual Leave (CL)

- **Purpose:** Used for personal or unforeseen short-term requirements (e.g., errands, personal events, urgent matters).
- **Entitlement:** 12 days per calendar year.
- **Eligibility:** All regular employees.
- **Application Process:**
 - Submit a request at least **1 day in advance**.
 - Approval required from immediate supervisor.
- **Notes:**
 - Cannot be clubbed with other types of leave unless approved.
 - Not carried forward to the next year.

B. Sick Leave (SL)

- **Purpose:** For illness, medical conditions, or injuries.
- **Entitlement:** 24 days per calendar year.

- **Eligibility:** All employees from the date of joining.
- **Application Process:**
 - Inform the manager on the **same day of absence**, preferably before working hours.
 - If absence exceeds **2 consecutive days**, a **medical certificate** is required.
- **Notes:**
 - Sick leave not used in the calendar year will **not be carried forward** unless specified in the contract.
 - Abuse of sick leave policy may lead to disciplinary action.

C. Planned Leave (PL)

- **Purpose:** For vacation, family functions, travel, or other known personal commitments.
- **Entitlement:** 12 days per calendar year.
- **Application Process:**
 - Submit the request at least **2 weeks in advance**.
 - Approval required from supervisor and HR if leave is longer than 3 days.
- **Notes:**
 - Multiple planned leave requests around peak business times (e.g. month-end, year-end) may be declined or rescheduled.
 - Employees are expected to ensure proper handover before going on planned leave. Leave balance Carry Forward available.

3. General Rules

- Leave must be applied for and approved before being availed (except in emergencies).
- All leave requests must be submitted through [Company HR Portal/email system].
- Repeated unplanned absences may be considered misconduct.
- Leave balance can be viewed through [Portal/HR contact].

4. Contact for Clarification

For any clarifications regarding leave, please contact the HR department at [HR email/phone number].