

## ABC Organization

Here's a sample Leave Policy document for ABC Organization. You can customize it further based on your company's requirements:

### ABC Organization – Leave Policy

#### 1. Purpose

This policy outlines the rules and procedures for availing leave at ABC Organization. It ensures fair and consistent treatment of employees while maintaining operational efficiency.

#### 2. Scope

This policy applies to all full-time and part-time employees of ABC Organization.

#### 3. Types of Leave

##### 3.1 Casual Leave (CL)

- Eligibility: 12 days per calendar year.
- Usage: For short-term personal needs or emergencies.
- Conditions:
  - o Maximum of 3 consecutive days at a time.
  - o Cannot be carried forward to the next year.

##### 3.2 Sick Leave (SL)

- Eligibility: 12 days per calendar year.
- Usage: For illness or medical emergencies.
- Conditions:
  - o Medical certificate required for absences exceeding 2 days.
  - o Can be carried forward up to 30 days.

##### 3.3 Earned Leave (EL)

- Eligibility: 18 days per calendar year (after 12 months of service).
- Usage: For planned vacations or personal time.
- Conditions:
  - o Requires prior approval (minimum 7 days notice).
  - o Can be carried forward up to 45 days.

##### 3.4 Maternity Leave

- Eligibility: Female employees as per applicable laws.
- Duration: 26 weeks (as per statutory norms).
- Conditions:
  - o Applicable after 80 days of service.
  - o Additional unpaid leave may be considered.

##### 3.5 Paternity Leave

- Eligibility: Male employees.
- Duration: 5 days within 6 months of child's birth.

##### 3.6 Unpaid Leave

- Usage: When paid leave balance is exhausted.
- Conditions:
  - o Requires manager approval.
  - o May impact salary and benefits.

#### 4. Leave Application Process

- Submit leave request via HR portal or email to the reporting manager.

- Emergency leave should be informed via phone and regularized later.
- Approval is subject to workload and team requirements.

#### 5. Holidays

- ABC Organization will publish an annual holiday calendar.
- National and festival holidays will be observed as per company norms.

#### 6. General Guidelines

- Unauthorized absence may lead to disciplinary action.
- Leave cannot be combined with notice period unless approved.
- Employees must ensure proper handover before going on leave.

#### 7. Contact

For queries, contact HR Department at [hr@abcorganization.com](mailto:hr@abcorganization.com).