

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:
 - Maximum of 3 consecutive days at a time.
 - 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:
 - Medical certificate required for absences exceeding 2 days.
 - 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:
 - Requires prior approval (minimum 7 days notice).
 - 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:
 - Applicable after 80 days of service.
 - 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:
 - Requires manager approval.
 - 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.