

Leave & Attendance Policy

ABC Company - Internal Policy Document

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This document outlines company policies and procedures for ABC employees and contractors. It is intended for internal reference. If you have questions, contact the document owner.

1. Purpose & Scope

This policy defines leave entitlements, attendance expectations, and approval processes for all full-time employees of ABC Company. Contractors may follow client-specific terms unless otherwise stated.

- Applies to: Full-time employees (India), unless a local addendum is issued
- Effective date: 01 Jan 2026
- Requests and approvals are managed through the HR portal (or email approval if HR portal is unavailable)

2. Leave Types & Entitlements

Leave is accrued monthly and may be used only after confirmation of employment unless your offer letter states otherwise. Managers may grant exceptions for critical situations.

2.1 Summary Table

The table below summarizes standard leave types.

Leave Type	Annual Entitlement	Notes
Annual Leave	18 days / year	Accrues monthly. Carry-forward allowed (see Section 3).
Sick Leave	10 days / year	Medical note required for 2+ consecutive days.
Casual Leave	6 days / year	Use for short personal needs; not intended for planned vacations.
Maternity Leave	As per law	Follows applicable statutory requirements.
Paternity Leave	10 working days	Must be taken within 6 months of birth/adoption.
Unpaid Leave	As approved	Subject to manager approval and HR review for impact on benefits.

3. Carry-Forward & Encashment

Unused Annual Leave may be carried forward up to the cap below. Encashment is allowed only upon separation unless an HR exception is approved.

- Carry-forward cap: 10 days at year-end
- Excess leave beyond cap is forfeited unless a written exception is approved by HR
- Encashment upon exit: Annual Leave balance up to 30 days (subject to final settlement rules)

4. Request & Approval Workflow

Submit leave requests at least 5 working days in advance for planned absences. Emergency leave should be notified as soon as practicable.

- Employee submits request with dates and reason category
- Manager approves/declines within 2 working days
- HR reviews exceptions (unpaid leave, extended leave, policy exceptions)
- Calendar is updated and handover is documented for absences 3+ days

5. Attendance & Late Arrivals

ABC follows a flexible working model. Teams may set core collaboration hours. Excessive late arrivals or unplanned absences may trigger a performance discussion.

- Notify your manager if you will be late by more than 30 minutes
- Three unplanned absences in a 30-day period may trigger HR review
- Repeated policy violations may lead to corrective action

6. FAQs

- **Q:** Can I take Annual Leave during probation? **A:** Generally after confirmation, but managers may approve exceptions for emergencies.
- **Q:** What happens if I fall sick during vacation? **A:** Provide medical documentation; HR may convert eligible days to Sick Leave.
- **Q:** Can I combine leave types? **A:** Yes, with manager approval and correct categorization in the HR portal.