

# 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.