

Company Leave Policy Document

Senior Employee Policy

Earned Leave: Max 12 days/year | Monthly Accrual: 1.0 | Yearly Allocation (based on accrual): 12 days

Casual Leave: Max 10 days/year | Monthly Accrual: 0.833 | Yearly Allocation (based on accrual): 10 days

Sick Leave: Max 8 days/year | Monthly Accrual: 0.667 | Yearly Allocation (based on accrual): 8 days

- Sick Leave of 1 day is auto-approved if leave balance is available.
- Sick Leave of 2 to 4 days requires one-level approval: HR.
- Sick Leave of 5 or more days requires two-level approval: Director -> HR.
- All other leave types require one-level approval: Director.

Mid-Level Employee Policy

Earned Leave: Max 9 days/year | Monthly Accrual: 0.75 | Yearly Allocation (based on accrual): 9 days

Casual Leave: Max 7 days/year | Monthly Accrual: 0.583 | Yearly Allocation (based on accrual): 7 days

Sick Leave: Max 6 days/year | Monthly Accrual: 0.5 | Yearly Allocation (based on accrual): 6 days

- Sick Leave of 1 day is auto-approved if leave balance is available.
- Sick Leave of 2 to 4 days requires two-level approval: Manager -> HR.
- Sick Leave of 5 or more days requires three-level approval: Manager -> Director -> HR.
- All other leave types follow standard two-level approval: Manager -> HR.