

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

Approval Flow:

- Sick Leave of 1 day is auto-approved if leave balance is available.
- Any Leave of 1 day requires one-level approval: Manager.
- Any Leave of 2 to 4 days requires two-level approval: Manager -> HR.
- Any Leave of more than 5 days requires three-level approval: Manager -> HR -> 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

Approval Flow:

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