

QuanTech Employee Leave Policy

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1. Purpose

The purpose of this Leave Policy is to provide a clear and consistent framework for all employees of QuanTech to manage their time off.

We believe that adequate rest and time for personal matters are essential for employee well-being, motivation, and productivity.

This policy outlines the types of leave available, the annual entitlement for each, and the procedures for requesting and approving leave.

2. Scope

This policy applies to all full-time, permanent employees of QuanTech. Leave policies for part-time employees, contractors, or interns may differ and will be outlined in their respective agreements.

3. Leave Year

The standard leave year for all employees is from **January 1st to December 31st**.

4. Annual Leave Entitlement

Based on the company structure, each full-time employee is entitled to a total of **30 days of paid leave per year**, categorized as follows:

Leave Type	Annual Entitlement
Vacation Leave	15 days
Sick Leave	10 days
Casual Leave	5 days
Total	30 days

5. Detailed Leave Categories

5.1. Vacation Leave (Annual Leave)

Entitlement: 15 days per year

Purpose: To be used for rest, recreation, and personal holidays. Employees are encouraged to take their vacation leave to disconnect and recharge.

Procedure: Vacation leave must be pre-planned and applied for via the HRMS portal. For requests

of three (3) or more consecutive days, employees should apply at least two (2) weeks in advance.
Carry-Forward: A maximum of 5 unused Vacation Leave days may be carried forward to the next leave year. These must be utilized by March 31st of the following year.

5.2. Sick Leave

Entitlement: 10 days per year

Purpose: To be used for an employee's illness, injury, or medical appointments.

Procedure: Employees must inform their reporting manager as early as possible on the first day of absence.

Documentation: A medical certificate is required if sick leave exceeds two (2) consecutive days.

Carry-Forward: Unused sick leave cannot be carried forward or encashed.

5.3. Casual Leave

Entitlement: 5 days per year

Purpose: For unforeseen personal exigencies, emergencies, or important personal work.

Restrictions: Casual leave is typically for short durations and cannot be combined with Vacation Leave.

Carry-Forward: Unused casual leave will lapse at the end of the leave year.

6. General Leave Procedures

- **Application:** All leave must be applied for through the official QuanTech HRMS portal.
- **Approval:** Leave is approved by the employee's direct reporting manager.
- **Leave Without Pay (LWP):** May be granted with prior approval if all paid leave is exhausted.

7. Policy Administration

The Human Resources department is the owner of this policy. For any questions, please contact the HR Department.