

# ABC Private Ltd

## 1. Objective

The primary objective of introducing Leave policy is to ensure employees are provided with a reasonable and regular amount of rest and recreation away from work. Some types of leaves are introduced for personal emergencies. This policy is a guideline for all employees to follow and explains the types of leaves available, the eligibility and the procedure to avail leaves.

## 2. Scope and Applicability

All employees in the organization

## 3. Types of Leave

### 3.1 Annual / Privilege Leave

All confirmed employees are eligible for 21 days of AL / PL per completed year of service. However, employees can avail leave during the year in advance as and when credited to their respective accounts.

### 3.2. Casual Leave

All confirmed employees are eligible for 6 day of CL per annum.

### 3.3. Sick Leave

All employees are eligible for 12 of SL per annum. SL cannot be availed for more than 3 days at a time. In case of SL availed for more than prescribed days, it should be accompanied by a registered doctor's certificate.

