

Micro-Cool Corporation Leave Policy Document

1. Introduction

This leave policy document outlines the rules and procedures for leave entitlements and absences for all employees of Micro-Cool Corporation. The policy aims to ensure fairness, consistency, and transparency in the management of leave.

2. Scope

This policy applies to all full-time, part-time, and temporary employees of Micro-Cool Corporation.

3. Types of Leave

- **Annual Leave:** Paid time off for rest and recreation.
- **Sick Leave:** Paid time off for illness or medical appointments.
- **Personal Leave:** Paid time off for personal matters.
- **Maternity/Paternity Leave:** Paid leave for new parents.
- **Bereavement Leave:** Paid time off for the death of a close family member.
- **Unpaid Leave:** Leave without pay for extended absences.
- **Public Holidays:** Paid time off for designated public holidays.

4. Eligibility

- **Probationary Period:** Employees on probation are entitled to sick leave and public holidays.
- **After Probation:** Employees are entitled to all types of leave upon completion of the probationary period.

5. Accrual and Entitlement

- **Annual Leave:**
 - Full-time employees: 15 days per annum.
 - Part-time employees: Pro-rated based on hours worked.
- **Sick Leave:**
 - Full-time employees: 10 days per annum.
 - Part-time employees: Pro-rated based on hours worked.
- **Personal Leave:**
 - 5 days per annum for all employees.
- **Maternity/Paternity Leave:**
 - 12 weeks paid leave for maternity.
 - 2 weeks paid leave for paternity.
- **Bereavement Leave:**

- 3 days paid leave for the death of an immediate family member.

6. Leave Application Process

- Employees must submit a leave request form at least two weeks in advance.
- Managers must approve or deny leave requests within five working days.
- In cases of emergency, leave may be requested verbally, followed by a written request within 24 hours.

7. Carryover and Lapse

- Unused annual leave can be carried over to the next year, up to a maximum of 10 days.
- Unused sick leave does not carry over to the next year and will lapse.

8. Public Holidays

- Employees are entitled to paid time off on designated public holidays.
- If a public holiday falls on a non-working day, an alternative day will be designated.

9. Unpaid Leave

- Employees may request unpaid leave for extended absences.
- Requests for unpaid leave must be submitted in writing and approved by management.

10. Leave Without Pay

- In cases where an employee exhaust all leave entitlements, they may be placed on leave without pay.
- The duration of leave without pay will be determined by management.

11. Return to Work

- Employees must notify their manager of their return date at least two weeks in advance.
- Employees returning from leave must provide any required documentation (e.g., medical certificates).

12. Policy Review

- This leave policy will be reviewed annually to ensure it remains fair and relevant.

13. Disciplinary Action

- Abuse of the leave policy may result in disciplinary action, up to and including termination of employment.

14. Contact Information

For any queries regarding this leave policy, please contact the Human Resources Department at hr@micro-cool.com or extension 123.

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