

Human Resources - Leave Policy

COMPANY LEAVE POLICY

1. Annual Leave

All full-time employees are entitled to 20 days of paid annual leave per year. Leave must be requested at least 2 weeks in advance through the HR portal. Unused leave can be carried forward up to 5 days to the next year.

2. Sick Leave

Employees receive 10 days of paid sick leave annually. Medical certificate required for absences exceeding 3 consecutive days. Sick leave cannot be carried forward to the next year.

3. Maternity/Paternity Leave

Maternity leave: 16 weeks paid leave Paternity leave: 2 weeks paid leave Must notify HR at least 1 month before expected date.

4. Emergency Leave

Up to 3 days per year for family emergencies. Requires manager approval and HR notification within 24 hours.

Contact HR: hr@company.com for any leave-related queries.