

HR Policies and Leave Framework

Overview

This document outlines standard leave types, accruals, and approval requirements.

Leave Types

Leave Type	Eligibility	Accrual/Balance
Annual (Paid Time Off)	All full-time employees	15 days/year (1.25 per month)
Sick	All employees	10 days/year
Bereavement	All employees	Up to 5 days per event
Parental	Eligible caregivers	12 weeks paid

Accrual Formula

Monthly Accrual = Annual Entitlement / 12. Remaining Balance = Prior Balance + Accrual - Used.

Approval Workflow

- Employees submit requests via the HR portal.
- Managers approve within 3 business days.
- HR reviews extended leave (>10 days).

Leave Carryover

Up to 5 unused PTO days may carry over to the next year. Excess days are forfeited unless otherwise approved.

Holiday Calendar

Holiday	Date	Type
New Year's Day	Jan 1	Company holiday
Independence Day	Jul 4	Company holiday
Thanksgiving	Fourth Thursday of Nov	Company holiday
Winter Break	Dec 24-Dec 31	Company holiday

Unpaid Leave

Unpaid leave may be granted for exceptional circumstances and requires HR approval.

Leave Balance Examples

Scenario	Calculation	Result
New hire (6 months)	1.25×6	7.5 days accrued
Used 5 days	$7.5 - 5$	2.5 days remaining

Leave Abuse Prevention

- Patterned absences may trigger review.
- Falsification of leave records is subject to discipline.
- Medical documentation may be required for extended sick leave.

Return to Work

Employees returning from extended leave may require a fitness?for?duty certification.

Policy Exceptions

Exceptions require approval from HR and the department head.

Version History

Version	Date	Description
1.0	2025-01-05	Initial leave framework
1.1	2026-02-01	Updated parental leave policy