



Annual Policy

Title: Annual Leave Policy

Last Updated: 4th July, 2025

Overview:

This policy outlines the guidelines for the allocation, accrual, and use of annual leave. It ensures employees take adequate time off for rest and personal reasons while maintaining operational efficiency.

Key Points:

- Employees are entitled to 21 consecutive days of paid annual leave per leave cycle.
- Leave must be scheduled in advance and approved by a manager.
- Leave days are calculated based on continuous service.
- Unused leave may be carried over with management approval.

Purpose:

To promote employee well-being, prevent burnout, and ensure a fair, transparent leave management system.