



Emergency Leave Policy

Title: Emergency and Compassionate Leave Policy

Last Updated: 4th July, 2025

Overview:

This policy addresses unplanned or urgent leave needed for emergencies, including death or serious illness of close family members.

Key Points:

- Employees may take up to 3 days of paid compassionate leave.
- Emergency leave requests must be submitted as soon as possible.
- Supporting documents may be required (e.g., hospital notes, funeral letters).
- Additional unpaid leave may be granted at management's discretion.

Purpose:

To provide a supportive environment that acknowledges personal hardships and unexpected life events.