

## Company Vacation Policy

**1. Purpose:** This policy outlines the vacation entitlements for employees, including general vacation leave, maternity and paternity leave, sick leave, and gender-specific leave conditions.

### 2. Eligibility:

- All full-time employees are eligible for paid vacation leave after completing six months of continuous service.
  - Part-time and contractual employees are eligible for prorated vacation leave based on their working hours and contract terms.
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### 3. General Vacation Leave:

- Employees are entitled to **25 paid vacation days per year**.
  - Vacation days accrue at a rate of **2.08 days per month**.
  - Unused vacation days can be carried over for up to **12 months** before expiration.
  - Employees must request vacation at least **30 days in advance** for vacations exceeding five days.
  - The company reserves the right to approve or deny vacation requests based on business needs.
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### 4. Sick Leave:

- Employees are entitled to **15 paid sick days per year**.
  - A medical certificate is required for absences longer than **2 consecutive days**.
  - In cases of extended illness, employees may apply for **medical leave** with approval from HR and medical verification.
  - Unused sick leave cannot be carried over or encashed.
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### 5. Maternity Leave:

- Female employees are entitled to **90 days of paid maternity leave**, which can be taken up to **30 days before** the expected due date.
  - An additional **30 days unpaid leave** can be granted upon request.
  - Employees must provide a medical certificate confirming pregnancy and expected due date.
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#### 6. Paternity Leave:

- Male employees are entitled to **10 days of paid paternity leave**, which must be taken within the first **two months** of the child's birth.
  - Paternity leave must be requested at least **two weeks in advance** and supported by a birth certificate.
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#### 7. Bereavement Leave:

- Employees may take up to **5 days of paid leave** for the loss of an immediate family member.
  - Additional unpaid leave may be granted at management discretion.
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#### 8. Gender-Specific Leave:

- **Menstrual Leave:** Female employees experiencing severe menstrual symptoms may take **one day of paid leave per month**, up to **12 days per year**.
  - **Miscarriage Leave:** Employees who suffer a miscarriage are entitled to **15 days of paid leave** with medical documentation.
  - **Parental Leave for Adoption:** Employees adopting a child under **1 year old** are entitled to **30 days of paid leave**.
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#### 9. Public Holidays & Religious Leave:

- The company observes **all national and official public holidays**.
- Employees requesting religious leave for specific observances may take up to **3 unpaid days per year**.

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#### **10. Special Circumstances Leave:**

- Employees facing severe personal hardship (e.g., domestic abuse, legal matters, medical emergencies) may apply for **up to 10 additional unpaid leave days**.
- Approval is subject to HR review and supporting documentation.

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#### **11. Vacation Leave Approval & Tracking:**

- Employees must submit leave requests through the **HR system**.
- Managers must approve or deny leave requests within **5 business days**.
- HR will maintain vacation balances and ensure compliance with company policies.

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#### **12. Unused Vacation & Cash Conversion:**

- Employees may cash out up to **5 unused vacation days per year**.
- Upon resignation or termination, unused vacation days will be compensated in accordance with local labor laws.

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#### **13. Policy Amendments:**

The company reserves the right to amend this policy at any time, with prior notification to employees.

For further details, please contact the HR Department.