

Leave Policy Guide (For Employees)

Leave Policy Summary (For Employees)

Sick Leave:

- You can apply for sick leave, but frequent or suspicious patterns may raise concerns.
- Taking leave too often in a short period, especially on Mondays or Fridays, could lead to escalation.
- If your past sick leaves are too frequent or too close together, your request might be flagged.
- Repeated one-day sick leaves may also result in your request being reviewed.
- You might be asked for a medical certificate if your leave is long or frequent.
- If there are concerns of misuse, the request could be denied or sent to a manager for a second look.
- Sick leave may be allowed even if your balance goes negative, depending on the situation.

Annual/Vacation Leave:

- Vacation leave is usually approved if you have enough balance and it's not during a critical work period.
- If you're planning a long vacation (more than two weeks), it might need special approval.
- Leave may not be approved if your balance is low or if too many team members are already on leave.
- Requests during high business impact periods may get escalated for further review.

Unpaid Leave:

- Unpaid leave is available when other leave types don't apply.
- It usually requires manager approval.
- This is typically considered a last option when no paid leave is left.

General Notes:

- Every leave request is checked for past patterns, team impact, business timing, and balance.
- Approvals, denials, or escalations are based on fairness, policy rules, and operational needs.

- Be clear, honest, and timely with your request to ensure the best outcome.