

1. Annual Leave Policy

Version: 2025-01

Company: NMT

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2. Eligibility

2.1 Full-Time Employees

Full-time employees are entitled to 26 days of annual leave per year. Leave is accrued monthly starting from the first day of employment.

2.2 Part-Time Employees

Part-time employees accrue leave on a pro-rata basis according to contracted hours.

Example: A part-time employee working 20 hours per week receives 13 days of annual leave per year.

2.3 Probationary Employees

Employees on probation accrue leave at 1.5 days per month. After successful completion of probation, they transition to full entitlement.

2.4 Contractors

Contractors are not eligible for annual leave but may negotiate time off as part of their contract.

3. Accrual Rules

3.1 Standard Accrual

- Full-Time: 2.17 days per month (26 days annually)
- Part-Time: Accrued based on hours worked (e.g., 20 hours/week ≈ 1.08 days/month)

3.2 Worked Examples

• Full-Time Example:

An employee starting January 1 will have accrued 13 days by July 1.

• Part-Time Example:

A part-time employee (20 hours/week) starting January 1 will have accrued approximately 6.5 days by July 1.

4. Carry-Over Deadlines and Maximums

4.1 Carry-Over Rules

Employees may carry over a maximum of 10 unused annual leave days to the next year. Unused days beyond this limit are forfeited unless management approves otherwise.

4.2 Scenarios

- Scenario 1: 15 days unused → 10 days carried over, 5 days forfeited.
- Scenario 2: 8 days unused → all 8 days carried over.

4.3 Exceeding Maximums

Employees exceeding the limit will be notified by HR and must use the excess days within six months or risk forfeiture.

5. Request Workflow in HRIS

5.1 Step-by-Step Process

1. Log into the HRIS using your credentials.
2. Navigate to the Leave Requests section.
3. Select Annual Leave.
4. Complete the request form with required details.
5. Submit for manager approval.

5.2 Example of Employee Request

A leave request from April 10 to April 20 is submitted in HRIS, and the manager is notified for approval.

6. Approval SLA

6.1 Approval Process

- Supervisor approval is required for all leave requests.
- HR reviews approved requests for compliance.

6.2 Timeframe

Requests must be approved or denied within 5 business days. If no response is received, the system escalates the request.

6.3 Escalation Process

Employees may appeal a denial to HR within 3 business days. HR will issue a final decision within 5 business days.

7. Special Cases

7.1 Public Holidays

Public holidays falling during approved leave do not reduce the leave balance.

7.2 Maternity/Paternity Leave

Annual leave does not accrue during these leave periods. Employees will receive a one-time credit of 5 days upon return.

7.3 Unpaid Leave

Employees on unpaid leave do not accrue annual leave.

7.4 Long Service Awards

Employees completing 10 years of service receive an additional 5 days of annual leave.

8. Compliance Notes

8.1 Global Practices

This policy aligns with local labor laws and international standards such as the EU Working Time Directive requiring a minimum of 4 weeks of paid leave.

8.2 Examples

- EU: Minimum 20 days → aligned with NMT's 26 days.
 - US: No statutory minimum → NMT offers competitive benefits.
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9. Appendix

9.1 Glossary of Definitions

- **Annual Leave:** Paid time off for personal or vacation purposes.
- **HRIS:** Human Resources Information System.
- **Pro-rata:** Proportional calculation based on time worked.

9.2 Related Policies

- Sick Leave Policy
- Remote Work Policy
- Employee Leave of Absence Policy

9.3 FAQ

Q1: Can I take my annual leave in one go?

A1: Yes, with supervisor approval and sufficient leave balance.

Q2: What happens if I don't use my leave?

A2: Unused leave beyond the carry-over limit is forfeited unless otherwise approved.

Q3: How do I appeal a denied leave request?

A3: Appeal to HR within 3 business days.

Q4: Are there restrictions on when I can take leave?

A4: Operational needs may limit leave during peak periods.

Q5: What if I have questions about my leave balance?

A5: Check HRIS or contact HR.
