

XYZ Leave Policy

Effective Date: January 1, 2025 **Version:** 1.0

1. Purpose

This policy outlines the entitlements, types of leave, and procedures for availing time off. It is designed to encourage work-life balance while maintaining operational efficiency.

2. Eligibility

All full-time employees are eligible for the leaves mentioned below. Probationers are eligible for Casual and Sick leaves on a pro-rata basis.

3. Leave Categories

- **Casual Leave (CL):** 12 Days/Year. Intended for personal matters. Maximum of 3 days can be taken at once.
- **Sick Leave (SL):** 10 Days/Year. Intended for medical recovery. A medical certificate is mandatory for absence exceeding 2 days.
- **Earned Leave (EL):** 15 Days/Year. Accrued monthly (1.25 days/month). Can be carried forward (max 45 days).
- **Maternity Leave:** 26 Weeks (as per statutory government acts).
- **Paternity Leave:** 5 Days (to be availed within 1 month of birth).

4. Application Procedure

1. All leaves must be applied for through the [HR Portal Name].
2. Planned leaves (EL) require 14 days' prior notice.
3. Unplanned leaves (Sick/Emergency) must be communicated by 9:30 AM on the day of absence.

5. General Guidelines

- Leaves cannot be claimed as a matter of right; they are subject to business requirements.
- Intervening weekends/holidays during a leave period are calculated based on company specific logic (usually counted as leave for EL, but not for CL).