

# **Leave & Time-Off Policy**

## **1. Annual / Earned Leave**

All full-time employees are entitled to 18 days of paid annual leave per calendar year, accruing at 1.5 days per month.

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

Unused annual leave up to a maximum of 9 days may be carried forward to the following calendar year. Any balance beyond 9 days lapses on 31 December.

Leave must be requested via the HR portal at least 5 working days in advance. Emergency leave may be submitted retrospectively within 2 working days with manager approval.

## **2. Sick Leave**

Employees are entitled to 10 days of paid sick leave per year. A medical certificate is required for absences exceeding 2 consecutive days.

Sick leave does not carry over. Unused sick leave is forfeited at year-end.

Extended illness beyond 10 days is covered under the Medical Leave of Absence policy (see Section 6).

## **3. Casual / Short Leave**

Employees may take up to 6 days of casual leave per year for personal or family matters. Casual leave cannot be accumulated or encashed.

Maximum 2 consecutive casual leave days are permitted. For longer personal leave, employees must use annual leave.

## **4. Maternity Leave**

Female employees who have completed 6 months of continuous service are entitled to 26 weeks of paid maternity leave for the first two births.

From the third child onwards, maternity leave is 12 weeks, paid.

Maternity leave can commence up to 8 weeks before the expected delivery date. The remaining balance is taken post-delivery.

Employees must submit a medical certificate confirming the expected delivery date at least 8 weeks before the leave commences.

## **5. Paternity Leave**

Male employees are entitled to 10 working days of paid paternity leave within 6 months of the child's birth or adoption.

Paternity leave may be taken in one block or split into two periods of at least 5 days each.

## **6. Bereavement Leave**

Employees are entitled to 3 days of paid bereavement leave on the death of an immediate family member (spouse, child, parent, sibling).

1 day of paid leave is granted for the death of an extended family member (grandparent, in-law).

## **7. Public Holidays**

The company observes all national public holidays as declared by the government each year. A holiday calendar is published in January.

If a public holiday falls on a weekend, the next working day is observed as a compensatory holiday.

## **8. Leave Encashment**

Employees may encash up to 9 days of unused annual leave per year, at basic salary rate, subject to manager and HR approval.

Leave encashment requests must be submitted by November 30 each year.