

ZEE PALM - LEAVE POLICY

1. ANNUAL LEAVE

Full-time employees are entitled to 21 days of annual leave per year.

Leave must be requested at least 7 days in advance.

Maximum 5 consecutive days can be taken without manager approval.

2. SICK LEAVE

10 days of paid sick leave per year.

Medical certificate required for absences longer than 3 days.

Sick leave can be carried forward to next year (maximum 5 days).

3. MATERNITY/PATERNITY LEAVE

Maternity leave: 12 weeks paid leave.

Paternity leave: 2 weeks paid leave.

Must be applied for at least 4 weeks in advance.

4. EMERGENCY LEAVE

Up to 3 days of emergency leave per year.

For family emergencies or unforeseen circumstances.

Manager approval required.

5. LEAVE APPLICATION PROCESS

Submit leave request through the HR system.

Manager approval required for all leave types.

Leave balance will be updated after approval.

6. LEAVE BALANCE

Check your leave balance in the employee portal.

Leave balances are updated monthly.

Unused leave expires at the end of each year (except sick leave).

For more information, contact HR at hr@zeepalm.com

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