

# Employee Leave Policy

## 1. Purpose

The purpose of this Leave Policy is to define the rules and procedures governing employee leave entitlements. This policy ensures consistency, transparency, and fairness in managing employee absences while maintaining smooth business operations. The policy applies to all eligible employees of the organization.

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## 2. Scope

This policy applies to all full-time employees unless otherwise specified in their employment contract. Part-time or contractual employees may be governed by separate leave arrangements as outlined in their respective agreements.

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## 3. Leave Entitlement

### 3.1 Annual Paid Leave

Employees are entitled to **20 paid leave days per calendar year**. These leave days are intended to provide employees with adequate time for rest, personal matters, and work-life balance.

- Leave entitlement is granted on a yearly basis.
  - Employees who join mid-year will receive leave on a pro-rated basis.
  - Paid leave days are credited at the beginning of the year or upon confirmation of employment.
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## 4. Leave Accrual and Usage

- Leave days must be used within the same calendar year in which they are granted.
  - **Unused leave cannot be carried forward** to the next year.
  - Any remaining leave balance at the end of the year will automatically lapse.
  - Leave encashment is not permitted unless explicitly stated in the employment contract.
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## 5. Leave Application Process

### 5.1 Advance Notice

All leave requests must be submitted **at least 5 working days in advance** to allow adequate planning and workload distribution.

### 5.2 Application Method

Employees must submit leave requests through the designated leave management system or via official email, including:

- Type of leave
- Duration of leave
- Start and end dates
- Reason for leave (optional unless required)

### 5.3 Approval

- Leave requests are subject to approval by the employee's reporting manager.
  - Approval depends on workload, team availability, and business requirements.
  - Submission of a request does not guarantee approval.
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## 6. Emergency Leave

In case of unforeseen circumstances, employees may apply for emergency leave without prior notice. However:

- Employees must inform their manager as soon as possible.
  - Supporting documentation may be required upon return.
  - Emergency leave approval remains at management discretion.
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## 7. Leave During Notice Period

- Employees serving a notice period are discouraged from taking leave.
  - Leave during this period requires special approval.
  - Any unused leave at the time of separation will lapse unless otherwise specified.
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## 8. Holidays and Weekends

- Approved leave does not include official holidays or weekends unless stated.
  - If a holiday falls during an approved leave period, it will not be counted as a leave day.
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## **9. Misuse of Leave**

The organization reserves the right to take disciplinary action if:

- Leave is taken without approval
- False information is provided
- Leave policy is repeatedly violated

Such actions may include warnings, deduction of pay, or further disciplinary measures.

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## **10. Roles and Responsibilities**

### **Employees**

- Plan and apply for leave in advance
- Ensure smooth handover of responsibilities
- Comply with leave policy rules

### **Managers**

- Review and approve leave requests fairly
- Ensure adequate team coverage
- Enforce policy consistently

### **Human Resources**

- Maintain leave records
  - Monitor policy compliance
  - Address leave-related concerns
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## **11. Policy Review and Amendments**

This policy may be reviewed and updated periodically to align with organizational needs and legal requirements. Management reserves the right to amend this policy at any time with prior communication to employees.

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## **12. Conclusion**

The Leave Policy aims to promote employee well-being while ensuring operational efficiency. Employees are encouraged to utilize their leave responsibly and adhere to the procedures outlined in this document.