Leave Management System Policy Document

1. Introduction

This document outlines the leave policy for all employees, including SENIOR_MANAGERS, MANAGERS, EMPLOYEES, and INTERNS. Leave accruals and entitlements are based on employee type and leave type, and follow a structured approval process.

2. Leave Accrual and Entitlement

Leave days are accrued monthly as per the following schedule:

Employee Type	Leave Type ID	Accrual per Month	Max Days per Year
SENIOR_MANAGER	1	3	36
SENIOR_MANAGER	2	3	36
SENIOR_MANAGER	3	3	36
SENIOR_MANAGER	4	3	36
MANAGER	1	3	30
MANAGER	2	3	30
MANAGER	3	3	30
MANAGER	4	3	30
EMPLOYEE	1	2	24
EMPLOYEE	2	2	24
EMPLOYEE	3	2	24
EMPLOYEE	4	2	24
INTERN	1	1	12
INTERN	2	1	12
INTERN	3	0	0
INTERN	4	0	0

Note: Interns are under a Loss of Pay (LOP) policy, and leave is accumulated without pay.

3. Leave Approval Workflow

- **Standard Leave** (more than 1 day):
    - Step 1: Approval by Reporting Manager
    - Step 2: Final Approval by Senior Manager
- **Sick Leave**:
    - Auto-approved upon submission.
- **Floater Leave**:
    - Available on designated days.
    - Please check with HR or the official holiday calendar for eligibility.

4. Additional Notes

- Leave balance is updated monthly based on the accrual rate.
- Employees must apply for long-duration leave in advance to ensure timely approvals.
- HR will periodically update the floater leave availability in the organization calendar.
- Any leave taken beyond the entitled limit will be treated as Leave Without Pay (LOP).

5. Contact Information

For clarification or support on leave policies, please contact the HR department.