

# Leave Policy

**Effective Date:** January 2026

**Version:** 1.0

**Last Updated:** January 2026

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## 1. Purpose and Scope

This policy establishes guidelines for leave entitlements, approval procedures, and employee obligations regarding leave management. The policy applies to all full-time employees of the organization. Part-time employees and contractors are subject to modified provisions as detailed in their respective employment agreements.

**Objectives:** - Ensure adequate rest and work-life balance for employees - Maintain operational continuity and staffing levels - Establish fair and transparent leave procedures - Ensure compliance with statutory leave regulations (as per applicable labor laws)

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## 2. Leave Entitlements

### 2.1 Annual Leave (Vacation)

- **Full-time employees:** 20 days per calendar year
- **Accrual basis:** Employees accrue 1.67 days per month
- **Carryover:** Maximum 5 days can be carried forward to the next calendar year; remaining days are forfeited
- **Encashment:** Unused leave at year-end may be encashed at prevailing salary rates (subject to statutory limits)

### 2.2 Casual Leave

- **Entitlement:** 8 days per calendar year
- **Minimum notice:** 1 day advance notice required
- **Accrual:** 0.67 days per month
- **Carryover:** Maximum 3 days; remaining forfeited

### 2.3 Sick Leave

- **Entitlement:** 12 days per calendar year
- **Documentation:** Medical certificate required for absences exceeding 3 consecutive days
- **Accrual:** 1 day per month
- **Carryover:** Unlimited carryover (subject to statutory limits)
- **Use:** Must be used for genuine health-related reasons only

## **2.4 Bereavement Leave**

- **Spouse/Children/Parents:** 5 days (with pay)
- **Siblings/In-laws:** 3 days (with pay)
- **Requirement:** Marriage or death certificate may be requested
- **Approval:** Automatic upon notification; does not count against other leave balances

## **2.5 Maternity/Paternity Leave**

- **Maternity:** 16 weeks (12 weeks fully paid, 4 weeks at 50% salary) – subject to statutory requirements
- **Paternity:** 5 working days (fully paid)
- **Eligibility:** Applicable to all employees regardless of gender
- **Notification:** 30 days' advance notice required when possible

## **2.6 Floating Holidays**

- **Entitlement:** 3 days per calendar year
  - **Purpose:** Employees may choose to observe cultural, religious, or personal holidays not included in the standard holiday calendar
  - **Application:** Submit request at least 2 weeks in advance
  - **Approval:** Subject to operational requirements
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# **3. Leave Application and Approval Process**

## **3.1 Application Procedure**

1. Submit leave requests through the company portal at least **5 business days** in advance (except emergencies)
2. Casual/sick leave: Minimum 1 day notice; notification to direct manager via email/portal
3. Annual leave: Submit with proposed dates and business continuity plan
4. Provide clear business justification where required

## **3.2 Approval Authority**

- **Up to 5 days:** Department Manager
- **6-10 days:** Department Head
- **Above 10 days:** HR Director

## **3.3 Leave Request Denial**

Leave requests may be denied if:

- Leave balance is insufficient
- Business operations are critically impacted
- Multiple simultaneous leave requests cannot be accommodated
- Employee has pending compliance or performance issues

**Employees will be notified within 2 business days of request.**

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## **4. Leave Utilization and Compliance**

### **4.1 Mandatory Leave-Taking**

- Employees are encouraged to take their allocated annual leave
- Leaders must model healthy leave-taking behavior
- Unused annual leave beyond carryover limits will be forfeited without exception

### **4.2 No-Meeting Weeks**

- Organization designates specific weeks where non-critical meetings are prohibited
- Employees are encouraged to plan vacations during these periods
- Managers will not schedule meetings with employees on approved leave

### **4.3 Working During Leave**

- Employees on approved leave should not engage in work-related activities
- Exceptions require explicit HR and manager approval
- Unauthorized work during leave may result in leave cancellation and disciplinary action

### **4.4 Leave During Notice Period**

- Employees who resign may use accrued leave during their notice period
  - Leave during notice period requires manager approval
  - Encashment of remaining leave will be processed with final salary
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## **5. Special Circumstances**

### **5.1 Extended Leave Without Pay**

Employees may request unpaid leave for personal reasons beyond their leave entitlements. Such requests require:

- Minimum 30 days' advance notice
- Written justification
- Approval from Department Head and HR Director
- No guarantee of job continuity beyond 3 months

### **5.2 Emergency Leave**

In case of genuine emergencies, employees may take leave without prior notice. They must:

- Notify manager immediately
- Provide supporting documentation within 2 business days
- Ensure adequate coverage is arranged

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## **6. Disciplinary Actions**

**Non-compliance may result in:** - First violation: Written warning - Repeated violations: Suspension of leave privileges for 1-3 months - Severe violations: Disciplinary action up to and including termination

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## **7. Policy Review and Updates**

This policy is reviewed annually and updated to reflect statutory changes, organizational needs, and employee feedback. Changes will be communicated with 30 days' notice.

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**Document Custodian:** Human Resources Department

**Next Review Date:** January 2027