

Leave Policy

Effective Date: January 2026

Version: 1.0

Last Updated: January 2026

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)

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.

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

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

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.

Document Custodian: Human Resources Department
Next Review Date: January 2027