

Leave Policy Document

1. Each employee is entitled to 12 annual leaves per calendar year.
2. Maximum leave at one time is 5 days unless explicitly approved by the reporting manager.
3. Leave applications must be made at least 2 working days in advance.
4. Leaves during public holidays are not counted.
5. Employees with zero leave balance must not be approved unless HR overrides.

This policy applies to all full-time employees.