

Sample Leave Policy Document

1. Introduction

This Leave Policy outlines the types of leave available to employees, eligibility criteria, approval processes, and general guidelines. It aims to ensure transparency, fairness, and compliance with statutory requirements.

2. Leave Categories

2.1 Casual Leave (CL)

- **Purpose:** For short-term personal needs or emergencies.
- **Eligibility:** All full-time employees.
- **Entitlement:** 6–12 days per year (as per organizational/state norms).
- **Accumulation:** Not allowed.
- **Carry Forward:** Not permitted.
- **Approval:** Must be applied at least 1 day in advance except emergencies.

2.2 Sick Leave (SL)

- **Purpose:** For illness, medical treatment, or recovery.
- **Eligibility:** All employees.
- **Entitlement:** 6–12 days per year.
- **Accumulation:** Yes (up to 45–60 days).
- **Medical Certificate:** Required for absences beyond 2 days.

2.3 Earned Leave (EL) / Privilege Leave (PL)

- **Purpose:** Long-duration planned leave, vacations, personal commitments.
- **Eligibility:** Permanent employees after completing probation.
- **Entitlement:** 12–30 days annually depending on region/organization.
- **Accumulation:** Yes, up to 45–90 days.
- **Encashment:** Allowed during separation or as per company policy.
- **Approval:** Must be applied at least 7–15 days in advance.

2.4 Maternity Leave (ML)

- **Purpose:** For childbirth, prenatal, and postnatal care.
- **Eligibility:** Female employees.
- **Entitlement:** 26 weeks (as per Maternity Benefit Act) for first two children.
- **Extension:** Up to 1 month for medical complications.
- **Wages:** Fully paid.
- **Documentation:** Medical certificate required.

2.5 Paternity Leave (PL)

- **Purpose:** For fathers to support the child and mother.
- **Eligibility:** Male employees.
- **Entitlement:** 7–15 days.
- **Usage Window:** Within 6 months of childbirth.

2.6 Marriage Leave

- **Purpose:** For employee's marriage.
- **Eligibility:** All full-time employees.
- **Entitlement:** 3–5 days.
- **Documentation:** Wedding invitation/marriage certificate.

2.7 Bereavement / Compassionate Leave

- **Purpose:** In case of death of an immediate family member.
- **Eligibility:** All employees.
- **Entitlement:** 3–7 days.
- **Immediate Family Includes:** Parents, spouse, children, siblings, grandparents.

2.8 Adoption Leave

- **Purpose:** For adoption-related commitments.
- **Eligibility:** Employees adopting a child below 3 months.
- **Entitlement:** 12–26 weeks (depending on laws).

2.9 Study Leave

- **Purpose:** For employees pursuing higher education or certification.
- **Eligibility:** Based on tenure and approval from HR.
- **Entitlement:** 10–30 days (paid or unpaid).

2.10 Unpaid Leave (Loss of Pay – LOP)

- **Purpose:** When no paid leaves are available.
- **Approval:** Must be approved by reporting manager and HR.

2.11 Sabbatical Leave

- **Purpose:** For extended personal/professional development.
- **Eligibility:** Employees with >3–5 years of service.
- **Entitlement:** 1–12 months (unpaid unless specified).

2.12 Half-Day Leave

- **Purpose:** Personal commitments requiring a short duration.
- **Eligibility:** All employees.
- **Usage:** Subject to manager approval.

2.13 Compensatory Off (Comp-Off)

- **Purpose:** Granted for working on holidays/weekends.
- **Eligibility:** Pre-approved extra work hours.
- **Validity:** Must be used within 30–60 days.

2.14 Festival Leave / Optional Holiday

- **Purpose:** For festivals not covered under official holidays.
 - **Eligibility:** All employees.
 - **Entitlement:** 2–5 optional holidays annually.
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3. General Guidelines

- All leave requests must be applied through the HRMS portal.
 - Approval is subject to business requirements.
 - Unauthorized absence will be treated as Loss of Pay (LOP).
 - Habitual leave misuse may lead to disciplinary action.
 - Leave during notice period is subject to strict approval.
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4. Public Holidays

- Organization-wide holiday calendar will be released annually.
 - Employees are entitled to all declared public holidays.
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5. Leave During Probation

- Leave eligibility may differ for probationary employees.
 - Sick Leave is typically allowed; EL/PL may accrue but not be availed.
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6. Special Cases (Optional for Organizations)

6.1 Remote Work Leave Adjustments

- Employees may avail partial-day remote work for minor issues.

6.2 Mental Health Leave

- 1–3 days per year specifically for mental well-being.

6.3 Volunteer Leave

- 1–2 days per year for participating in social activities.
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7. Separation and Leave Settlement

- Pending leave balances will be encashed as per applicable law.
 - Excess leave taken will be deducted during F&F settlement.
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8. Policy Review

- This policy will be reviewed annually and updated as required.
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