

# 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.

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## 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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