Employee Leave and Attendance Policy

# Introduction

The Employee Leave and Attendance Policy outlines the rules, entitlements, and procedures for managing employee leave and attendance. This policy is designed to promote fairness, ensure operational continuity, and comply with relevant labor laws and contractual agreements.

# Scope

This policy applies to all permanent, probationary, and part-time employees.

Contract workers and consultants may be covered under separate agreements, but are expected to comply with attendance requirements.

# Types of Leave

Annual Leave: Employees are entitled to 20 days of paid annual leave per calendar year.

Sick Leave: Employees are entitled to 10 days of paid sick leave per year. Medical certification is required for absences exceeding 3 consecutive days.

Maternity/Paternity Leave: In compliance with local laws, maternity leave is 12 weeks fully paid, and paternity leave is 2 weeks fully paid.

Bereavement Leave: Employees are entitled to 5 days of paid leave in the event of the death of an immediate family member.

Unpaid Leave: May be granted at management's discretion for personal reasons not covered by other leave categories.

# Leave Request Procedures

Leave requests must be submitted through the HR portal at least 14 days in advance for planned absences.

Emergency leave requests should be communicated to the line manager as soon as possible via phone or email.

All leave requests are subject to managerial approval based on business needs and staffing requirements.

# Attendance Requirements

Employees are expected to report to work on time and remain present for the entire scheduled shift.

Repeated tardiness, unauthorized absences, or leaving work early without approval may result in disciplinary action.

In case of illness or emergency, employees must notify their manager within 1 hour of the scheduled start time.

# Public Holidays

Employees are entitled to all nationally recognized public holidays.

If required to work on a public holiday, employees will be compensated in accordance with labor laws, either with additional pay or compensatory time off.

# Monitoring and Record-Keeping

HR will maintain accurate records of employee leave balances, attendance, and any disciplinary actions related to attendance.

Employees have the right to request a copy of their attendance and leave records at any time.

# Compliance and Enforcement

Misuse of leave entitlements, falsification of records, or repeated violations of attendance requirements will lead to disciplinary measures.

Disciplinary actions may include verbal warnings, written warnings, suspension, or termination depending on the severity of the violation.