

Annual Leave Policy

Description: This policy outlines the rules and procedures for requesting and approving annual leave for all full-time employees, in alignment with organizational standards.

Category: Human Resources

1. Purpose

To establish a clear and consistent approach for managing annual leave, ensuring both organizational continuity and employee well-being.

2. Scope

This policy applies to all full-time employees within the organization.

3. Annual Leave Entitlement

- Employees are entitled to 30 calendar days of paid annual leave for each year of service.
- Leave may be split into multiple periods, provided that no single period is less than 5 working days, unless otherwise approved.
- Unused leave may be carried over for a maximum of one year, subject to manager and HR approval.

4. Leave Request Procedure

- Requests must be submitted through the official system or approved form at least two weeks before the intended start date.
- The request must include start and end dates, reason (optional), and any required handover plans.

5. Approval Process

- The direct manager must review and respond to the request within three business days.
- Leave may be rescheduled if it conflicts with critical business operations.
- Once approved, HR will log the leave in the employee's official records.

6. Exceptions

- Emergency or unplanned leave may be requested with shorter notice and will be evaluated on a case-by-case basis.
- If business needs prevent an employee from taking leave, the organization may extend or compensate unused days accordingly.

7. General Rules

- Employees are not permitted to engage in external employment during their annual leave.
- Leave balances will be settled upon termination of employment in accordance with local labor regulations.

Created by: Admin

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