

# LEAVE POLICY

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## 1. PURPOSE

This policy establishes the framework for leave entitlements, application procedures, and management for all employees in compliance with Nigerian labour legislation.

## 2. LEGAL FRAMEWORK

This policy is established in accordance with: - **Nigerian Labour Act (Cap L1 LFN 2004)**: - Section 18 - Annual Leave (minimum 6 working days after 12 months) - Section 16 - Sick Leave provisions - Section 54 - Protection of Women (maternity) - Section 55 - Night work and dangerous work restrictions - **Employee Compensation Act 2010** - Injury-related leave - **Public Holidays Act (Cap P40 LFN 2004)** - National holidays

### 2.1 Enhanced Entitlements

The Company provides leave entitlements that exceed the statutory minimum requirements under Nigerian law, as detailed in this policy.

## 3. SCOPE

This policy applies to all confirmed employees of the Company. Probationary employees have limited leave entitlements as specified herein.

## 4. LEAVE ENTITLEMENTS SUMMARY

Leave Type	Annual Entitlement	Carry Forward
Annual Leave	21 working days	Max 5 days
Sick Leave	12 days (paid)	No
Maternity Leave	16 weeks	No
Paternity Leave	10 working days	No
Compassionate Leave	5 days	No
Study Leave	10 days	No
Unpaid Leave	Case by case	No

## 5. ANNUAL LEAVE

### 5.1 Statutory Basis

Per **Section 18 of the Nigerian Labour Act**, every worker is entitled to a minimum of 6 working days annual leave with full pay after 12 months of continuous service. The Company provides **21 working days** - significantly exceeding the statutory minimum.

## **5.2 Entitlement**

- All confirmed employees: 21 working days per annum
- Probationary employees: Pro-rata from confirmation date
- Part-time employees: Pro-rata based on hours worked
- Statutory minimum under Labour Act: 6 days (Company provides 15 additional days)

## **5.3 Accrual**

- Leave accrues monthly at 1.75 days per month
- Accrual begins from date of confirmation
- Unused leave is forfeited after carry-forward limit

## **4.3 Application Requirements**

- Submit request minimum 14 days in advance
- Maximum single absence: 10 consecutive working days
- Obtain supervisor approval before booking travel
- Complete handover documentation

## **4.4 Leave Year**

- Runs from January 1 to December 31
- Carry forward requests must be approved by December 15
- Unused leave beyond 5 days is forfeited

## **4.5 Leave During Probation**

- Pro-rata entitlement available after 3 months
- Maximum 3 days during probation period
- Subject to supervisor approval

# **5. SICK LEAVE**

## **5.1 Entitlement**

- 12 paid sick days per calendar year
- Extended illness: Refer to medical leave provisions
- Unused sick leave does not carry forward or pay out

## **5.2 Notification**

- Notify supervisor within 2 hours of start time
- Provide daily updates for extended illness
- Submit medical certificate for absences exceeding 2 consecutive days

## **5.3 Medical Certificate Requirements**

From a registered medical practitioner stating: - Nature of illness (without confidential details) - Duration of recommended absence - Fitness to return date

## **5.4 Extended Medical Leave**

For illness exceeding 12 days: - First 2 months: Full pay - Months 3-4: 50% pay - Beyond 4 months: Unpaid or insurance coverage

## **7. MATERNITY LEAVE**

### **7.1 Statutory Basis**

Per **Section 54 of the Nigerian Labour Act**, a woman is entitled to at least 12 weeks of maternity leave. The Company provides **16 weeks with full pay**, exceeding the statutory requirement.

### **7.2 Entitlement**

- 16 weeks with full pay (statutory minimum: 12 weeks at 50%)
- Additional 4 weeks unpaid (optional)
- Available after 12 months of service

### **7.3 Pre-natal Leave**

Per Section 54(1) of the Labour Act: - Time off for ante-natal appointments - Reasonable paid time with medical evidence - No dismissal permitted during pregnancy per Section 54(2)

### **7.4 Application**

- Notify HR by end of first trimester
- Submit expected delivery date
- Provide at least 6 weeks notice of leave start

### **7.5 Return to Work**

Per Section 54(3) of the Labour Act: - Guaranteed return to same or equivalent position - Dismissal during maternity prohibited - Flexible arrangements available upon request - Nursing breaks: 2 hours daily for 6 months post-return (per Section 55)

## **7. PATERNITY LEAVE**

### **7.1 Entitlement**

- 10 working days with full pay
- Must be taken within 3 months of child's birth
- Available after 6 months of service

### **7.2 Documentation**

- Birth certificate or hospital documentation
- Submit within 1 week of child's birth

## **8. COMPASSIONATE LEAVE**

### **8.1 Entitlement**

- 5 working days with full pay per incident

- Applicable for death of immediate family member

## **8.2 Immediate Family Definition**

- Spouse/Partner
- Children (including step-children)
- Parents (including in-laws)
- Siblings
- Grandparents

## **8.3 Extended Bereavement**

- Additional 3 days unpaid may be granted
- Subject to HR Director approval

# **9. STUDY LEAVE**

## **9.1 Entitlement**

- 10 days per year for approved studies
- Company-sponsored studies: Full pay
- Self-sponsored studies: 50% pay

## **9.2 Eligibility**

- Minimum 1 year of service
- Course relevant to job function
- Approval from department head and HR

## **9.3 Examination Leave**

- Day before examination: Half day off
- Examination day: Full day off
- Provide examination schedule in advance

# **10. PUBLIC HOLIDAYS**

The Company observes the following Nigerian public holidays: - New Year's Day (January 1) - Workers' Day (May 1) - Democracy Day (June 12) - Independence Day (October 1) - Christmas Day (December 25) - Boxing Day (December 26) - Eid-el-Fitr (2 days) - Eid-el-Kabir (2 days) - Eid-el-Maulud (1 day) - Good Friday - Easter Monday

*Dates for religious holidays are confirmed annually.*

# **11. UNPAID LEAVE**

## **11.1 Eligibility**

- Available after exhausting paid leave
- Minimum 2 years of service
- Maximum 30 days per year

## 11.2 Approval

- Requires HR Director approval
- Job security not guaranteed beyond 30 days
- Benefits may be suspended during extended unpaid leave

## 12. LEAVE APPLICATION PROCESS

### 12.1 Steps

1. Check leave balance on HR portal
2. Discuss timing with supervisor
3. Submit electronic leave request
4. Obtain supervisor approval
5. Receive HR confirmation
6. Complete handover documentation
7. Enjoy your leave!

### 12.2 Approval Timeline

Leave Type	Advance Notice	Approval Authority
Annual Leave	14 days	Supervisor
Sick Leave	Same day	Supervisor + HR
Maternity	6 weeks	HR Director
Paternity	1 week	Supervisor
Compassionate	Same day	Supervisor + HR
Study Leave	30 days	Dept Head + HR
Unpaid Leave	30 days	HR Director

## 13. LEAVE CANCELLATION

- Cancel via HR portal minimum 3 days before start
- Cancelled leave returns to balance
- Booked travel is employee's responsibility

## 14. LEAVE DURING NOTICE PERIOD

- Annual leave may be used during notice period
- Requires written approval from HR Director
- May extend notice period accordingly

## 15. LEAVE PAYOUT

Upon termination: - Accrued unused annual leave paid out - Sick leave not paid out - Pro-rata calculation for partial year

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**HR Director:** [Name] **Approved by:** Managing Director **Date:** December 15, 2024

*For questions, contact HR at hr@company.com*