



Leave Policies 2025 - Company XYZ

1. Purpose

The purpose of this document is to outline the leave policies for all employees of Company XYZ for the year 2025.

2. Types of Leave

- Annual Leave: 20 days per year.
- Sick Leave: 10 days per year. A medical certificate is required for leaves longer than 2 days.
- Maternity Leave: 26 weeks as per government norms.
- Paternity Leave: 10 days.
- Bereavement Leave: Up to 3 days.
- Casual Leave: 5 days per year.

3. Leave Application Process

- Apply through the internal HR portal at least 3 days in advance (except in emergencies).
- Leaves must be approved by the reporting manager and HR.

4. Leave Encashment

- Unused annual leave days can be encashed at the end of the year up to a maximum of 10 days.
- Other leave types are non-encashable.

5. Contact

For clarification or queries, contact the HR Helpdesk at hr@companyxyz.com

Issued by:

HR Department

Company XYZ

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