

Leave Policy

This document outlines Acme Corporation's policies regarding employee leave entitlements and procedures.

Annual Leave

Full-time employees are entitled to 20 days of paid annual leave per year. Leave requests must be submitted at least two weeks in advance for approval by the reporting manager.

Sick Leave

Employees are entitled to 10 days of paid sick leave per calendar year. Absences exceeding two consecutive days require a medical certificate.

Maternity and Paternity Leave

Maternity leave is 90 days fully paid, while paternity leave is 10 days paid. Additional unpaid leave may be requested based on individual circumstances.

Public Holidays

Employees will receive time off for all officially recognized public holidays as declared by the government.

Unpaid Leave

Employees may request unpaid leave with management approval. Such requests are subject to operational needs.

Carry Forward Policy

A maximum of 5 unused annual leave days may be carried forward to the next calendar year.