

coragem Nigeria Leave Policy 2024

Annual Leave

- **Entitlement:** 20 working days per year
- **Accrual:** Pro-rated monthly (1.67 days/month)
- **Carry-over:** Maximum 5 days to next year
- **Cash-out:** Not permitted

Sick Leave

- **Entitlement:** 10 days per year (with medical certificate)
- **Short-term:** Up to 3 days without certificate
- **Extended:** Requires doctor's note after 3 consecutive days

Maternity Leave

- **Duration:** 16 weeks (4 months)
- **Eligibility:** After 6 months of service
- **Pay:** 100% basic salary
- **Return:** Flexible return options (discuss with HR)

Paternity Leave

- **Duration:** 5 working days
- **Timing:** Within 2 weeks of child's birth
- **Pay:** 100% salary

Compassionate Leave

- **Death of immediate family:** Up to 5 days
- **Serious illness:** Up to 3 days
- **Manager approval required**

Application Process

1. Submit request via HR Portal (minimum 2 weeks notice for annual leave)
2. Manager approval
3. HR confirmation
4. Update Outlook calendar

Contact

HR Department: hr@coragem.com | Ext: 2500