

Leave and Time Off Policy

Annual Leave Entitlement

All full-time employees receive 20 days of paid annual leave per year, accruing at 1.67 days per month. Leave can be taken after completing 3 months of employment.

Unused leave can be carried forward up to 5 days into the next year. Any excess will be forfeited unless approved by management for exceptional circumstances.

Sick Leave

Employees are entitled to 10 days of paid sick leave annually. No medical certificate required for absences up to 2 consecutive days.

For absences exceeding 2 days, a medical certificate must be submitted within 48 hours of return. Sick leave does not carry forward to the next year.

Public Holidays

We observe all national public holidays. If a public holiday falls on a weekend, the following Monday is observed as a holiday.

Employees working on public holidays receive double pay or compensatory time off, subject to prior approval from their manager.

Parental Leave

Primary caregivers receive 16 weeks of paid parental leave. Secondary caregivers receive 4 weeks. Leave must be taken within 12 months of birth or adoption.

Employees can request flexible return-to-work arrangements including reduced hours or remote work for up to 6 months after returning.

Leave Application Process

Submit leave requests through the HR portal at least 2 weeks in advance for planned leave. Emergency leave can be requested via email to your manager and HR.

Approval is subject to business needs and team coverage. You'll receive confirmation within 3 business days.