

AnyCompany Leave Policy

Leave Types and Entitlements

Vacation Leave

- Full-time employees: 20 days per calendar year
- Part-time employees: Pro-rated based on work hours
- Accrual: 1.67 days per month
- Minimum increment: 0.5 days
- Maximum carry-over: 5 days to next calendar year

Sick Leave

- Full-time employees: 12 days per calendar year
- Part-time employees: Pro-rated based on work hours
- Accrual: 1 day per month
- Minimum increment: 0.5 days
- Doctor's note required for absences exceeding 3 consecutive days

Parental Leave

- Primary caregiver: 16 weeks paid leave
- Secondary caregiver: 4 weeks paid leave
- Eligibility: Minimum 12 months of continuous service
- Notice period: 30 days before expected start date
- Documentation required: Birth certificate or adoption papers

Personal/Family Leave

- Full-time employees: 5 days per calendar year
- Part-time employees: Pro-rated based on work hours
- Purpose: Family emergencies, personal matters, bereavement
- Minimum increment: 0.5 days

Unpaid Leave

- Maximum duration: 30 days per calendar year
- Approval: Department head and HR director
- Benefits: Continued during first 30 days
- Return to work: Same or equivalent position guaranteed

Leave Request Process

1. Employee submits leave request with at least 2 weeks notice (except sick leave)
2. Manager reviews and approves/denies request within 3 business days
3. HR department records approved leave in the system
4. Employee receives confirmation of approved leave

Cancellation and Changes

1. Employees may cancel or modify approved leave with at least 1 week notice
2. Managers may recall employees from leave for business emergencies (rare circumstances)
3. Recalled days will be credited back to employee's leave balance

Leave Balance Tracking

1. HR maintains current leave balances for all employees
2. Employees can view their current balance in the HR system
3. Leave balances are updated at the end of each month
4. Notifications sent when balance falls below 5 days

Special Circumstances

Holidays During Leave

- Public holidays occurring during leave are not counted against leave balance

Illness During Vacation

- With doctor's note, vacation days can be converted to sick leave

Extended Medical Leave

- Refer to Medical Leave of Absence policy

Compliance

This policy complies with all applicable federal, state, and local regulations regarding employee leave entitlements.