

# Leave Policy

## Annual Leave

- 20 days paid leave per calendar year
- Maximum 5 consecutive days without special approval
- Minimum 2 weeks notice required
- Maximum 5 days carry forward to next year

## Sick Leave

- 10 days paid sick leave annually
- Doctor's note required for 3+ consecutive days
- Notify manager within 1 hour of work start
- Unused sick leave does not carry forward

## Parental Leave

- 16 weeks paid maternity leave
- 4 weeks paid paternity leave
- Additional 8 weeks unpaid leave optional
- Must notify HR 3 months in advance

## Bereavement Leave

- 5 days for immediate family
- 2 days for extended family
- Additional days at manager's discretion

## Public Holidays

- All national holidays observed
- Regional office holidays apply
- Working on holidays earns double time

## Special Leave

- Marriage: 5 days
- Moving: 1 day
- Jury duty: As required with proof
- Study/Exam: 5 days per year

## Application Process

1. Submit request through HR portal
2. Manager approval required
3. HR final approval
4. Confirmation email sent
5. Update team calendar