

Leave & Time-Off Policies

This document outlines the various leave and time-off policies that employees are entitled to, ensuring a fair balance between work commitments and personal needs.

Overview of Leave Types

Employees are entitled to different types of leave based on their employment contract and company policies.

1. Vacation Leave:

- Employees are granted annual leave to rest and recharge.
- The number of days varies based on tenure and position.
- Unused vacation leave may be carried forward based on policy.

2. Sick Leave:

- Employees are entitled to a set number of sick leave days per year.
- Medical certification may be required for extended sick leave.

3. Casual Leave:

- Casual leave can be used for personal reasons such as family matters or emergencies.
- Employees must inform their managers in advance where possible.

4. Paid vs. Unpaid Leave:

- Paid leave includes vacation, sick, and maternity/paternity leave.
- Unpaid leave may be granted upon request for valid reasons.
- Approval for unpaid leave is at the discretion of management.

Employees should utilize their leave responsibly while ensuring minimal disruption to workflow.

Eligibility & Accrual

Leave eligibility and accrual depend on the employee's tenure, position, and contract type.

1. Leave Accumulation:

- Vacation leave accrues monthly based on employment tenure.
- Sick leave is credited at the start of each calendar year.
- Employees can check their accrued leave balance through HR.

2. Probationary Period Rules:

- New hires under probation may have limited leave access.
- After probation, employees gain full leave entitlements.
- Any leave taken during probation is subject to approval.

3. Carry Forward & Expiry:

- Some leave types can be carried forward into the next year.
- Expired leave balances cannot be reinstated.
- HR will notify employees of pending leave expiration.

Employees are encouraged to plan their leave in advance for a smooth workflow.

Application Process

To ensure smooth operations, employees must follow the leave request procedure.

1. Requesting Leave:

- Leave requests must be submitted via the HR portal or email.
- Employees should provide the reason and duration of leave.
- Requests should be made in advance to allow proper planning.

2. Approval Workflow:

- The immediate manager reviews and approves/rejects the request.
- HR processes approved requests and updates leave balances.
- Emergency leave can be applied on short notice but must be justified.

3. Special Considerations:

- Long-term leave may require additional approvals.
- Unapproved absences may result in disciplinary actions.
- HR will assist in case of disputes regarding leave requests.

Employees should adhere to these guidelines to ensure fairness and transparency.

Public Holidays

Public holidays are recognized as paid leave days for all employees.

1. Official Holiday Calendar:

- The company observes national and regional public holidays.
- A detailed holiday list is published at the start of each year.

2. Essential Staff Policy:

- Certain roles require employees to work on public holidays.
- Employees working on holidays may receive compensatory leave.
- Compensation policies vary based on contract terms.

3. Holiday Scheduling:

- Departments with essential functions may follow a shift system.
- Employees required to work on holidays should discuss with managers.

By adhering to the holiday policy, employees can plan their time-off efficiently.

Extended Leaves

Extended leaves cater to employees requiring longer time off for personal or medical reasons.

1. Maternity & Paternity Leave:

- Maternity leave is granted for a defined period before and after childbirth.
- Paternity leave is provided to new fathers for family bonding.
- Employees must submit leave applications in advance.

2. Personal Emergency Leaves:

- Employees facing personal emergencies may apply for urgent leave.
- Proof of emergency may be required for extended leave approvals.
- HR may offer support in case of extreme circumstances.

3. Sabbaticals:

- Employees may request sabbaticals for study or personal projects.
- Approval depends on company policy and role requirements.
- A sabbatical agreement may be signed for extended leaves.

These extended leave policies ensure employees can balance work and personal needs effectively.