

## Leave of Absence (LoA)”

### 1. Eligibility Rules

Eligible: Employees with full-time status, defined as working more than 20 hours/week.

Ineligible: Employees with part-time status ( $\leq 20$  hours/week) or those designated as contractors.

### 2. Leave Duration Limit

Maximum duration: 30 consecutive calendar days per leave request.

Extensions require manager approval.

### 3. Application Method

Requests must be submitted via email to the HR department.

On-site or verbal requests (e.g., at the office) are not acceptable.

### 4. Benefits During Leave

Paid leave is provided only to employees meeting full-time eligibility.

No paid leave for part-time employees or contractors.