# Leave Policy

EXAMPLECOMPANY LEAVE POLICY  
  
1. INTRODUCTION  
This Leave Policy outlines the types of leave available to employees at ExampleCompany and the procedures for availing them. The company encourages a healthy work-life balance while ensuring business continuity.  
  
2. TYPES OF LEAVES  
a) Annual Leave (Paid Leave): Employees are entitled to 18 days of paid leave annually. This can be used for vacation or personal matters. Unused leave can be carried forward up to 10 days.  
Example: If an employee has worked for 12 months and not taken any leave, they can carry forward 10 days into the next year.  
  
b) Sick Leave: Employees are eligible for 12 days of paid sick leave per year for illness or medical appointments. A medical certificate is required for absences exceeding 3 days.  
  
c) Casual Leave: 7 days per year for unforeseen personal reasons. Cannot be combined with annual leave.  
  
d) Maternity Leave: Female employees are entitled to 26 weeks of paid maternity leave as per the Maternity Benefit Act.  
  
e) Paternity Leave: Male employees are entitled to 10 days of paid paternity leave within 6 months of the child’s birth.  
  
f) Bereavement Leave: 5 days paid leave in the event of the death of an immediate family member.  
  
g) Leave Without Pay (LWP): If all leaves are exhausted, employees may apply for unpaid leave subject to managerial approval.  
  
3. PROCEDURE  
All leave requests must be submitted via the HR portal at least 5 working days in advance, except in emergencies.  
  
4. DO’s AND DON’Ts  
Do: Inform your reporting manager before taking leave.  
Don’t: Take leave without approval; it will be marked as unauthorized absence.