XYZ Corp - Leave Policy

# 1. Introduction

XYZ Corp believes in promoting employee well-being and productivity through a comprehensive leave policy. This policy outlines the different types of leave available to employees and the procedures to avail them.

# 2. Types of Leave

a) Casual Leave: Up to 8 days per year for personal matters.  
b) Sick Leave: Up to 10 days per year with medical certificate if more than 2 consecutive days.  
c) Earned Leave: 15 days of paid leave accrued annually.  
d) Maternity/Paternity Leave: As per government norms.

# 3. Leave Accrual

Earned leaves accrue monthly and are credited at the beginning of each calendar month. Unused earned leave can be carried forward up to a maximum of 45 days.

# 4. Public Holidays

XYZ Corp observes 12 public holidays each year, based on the government holiday calendar.

# 5. Leave Approval Process

All leave must be applied via the HR portal and approved by the reporting manager. Emergency leaves should be notified as soon as possible.