

Employee Leave Policy

Annual Leave

- Full-time employees get 21 days paid annual leave per year
- Leave must be approved by HR Manager minimum 7 days in advance
- Maximum 10 consecutive days without special approval
- Unused leave expires end of calendar year (no carryover)

Sick Leave

- 7 days paid sick leave per year with medical certificate
- Additional unpaid sick leave available after exhaustion
- Notify HR by 9 AM on first day of absence

Maternity Leave

- 26 weeks paid maternity leave for female employees
- Paternity leave: 7 days for male employees
- Adoption leave: same as maternity

Approved: HR Department, January 2025