

Leave Policy Document

1. Purpose:

This policy outlines the guidelines for employee leave management within the organization.

2. Types of Leave:

- Annual Leave: Employees are entitled to 20 working days of paid annual leave per year.
- Sick Leave: Employees may take up to 10 working days of paid sick leave annually.
- Maternity/Paternity Leave: As per government regulations.
- Unpaid Leave: Subject to managerial approval.

3. Leave Application Process:

- Leave requests must be submitted via the HR portal at least 7 days in advance.
- Emergency leave should be communicated to the reporting manager as soon as possible.

4. Approval:

- All leave requests are subject to approval by the department head and HR.

5. Record Keeping:

- HR will maintain records of all leave taken by employees.

6. Policy Review:

- This policy is subject to annual review and updates as necessary.

Approved by: HR Department

Effective Date: January 1, 2024