

Employee Leave Policy Overview

This document summarises annual leave, sick leave and special leave entitlements.

Leave Type	Eligibility	Annual Entitlement	Carry Forward
Annual Leave	All full-time staff	18 days	Up to 5 days
Sick Leave	After probation	14 days	No
Hospitalisation	All staff	60 days	No
Childcare	Parents with	6 days	No

Employees should submit leave requests via the HR portal at least two weeks in advance where possible.