

Leave Request Policy

To ensure clarity and efficiency in processing leave requests, the following rules are applied based on the type of leave, number of leave days applied, and remaining leave balance:

SICK LEAVE

- 1 Day Applied & Sick Leaves Available: Auto-approved.
- 1 Day Applied & No Sick Leaves Remaining: Requires approval from:
 - Manager
 - HR
- More Than 1 Day Applied: Requires approval from:
 - Manager
 - HR

CASUAL or EARNED LEAVE

- Leave Balance Available: Requires Manager approval.
- No Leave Balance Remaining: Requires approval from:
 - Manager
 - HR
- 2 or More Days Applied: Requires approval from:
 - Manager
 - HR
- 5 or More Days Applied: Requires approval from:
 - Manager
 - HR
 - Director

FLOATER LEAVE

- All durations: Requires Manager approval.

LOSS OF PAY (LOP)

- Applied when no leave balance is left.
- 1 to 4 Days: Requires approval from:
 - Manager
 - HR
- 5 or More Days: Requires approval from:
 - Manager
 - HR
 - Director

These rules help streamline the approval process and ensure transparency and consistency across all leave requests.

For any questions, please contact your HR representative.