

## Sandwich Leave Policy

**“Name of the company”** will allow its employees to take leaves at regular periods. But, this does not mean employees take advantage of the leave structure by combining regular weekdays with holidays. This is why **“Name of the company”** has implemented the sandwich leave policy, which will restrict high absenteeism around the holidays.

### Definition

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When an employee takes time off before and after a weekend or holiday to extend their leave, the organization will consider those weekend/holiday days as a part of the individual's leave. This total period of leave is called sandwich leave.

### Eligibility

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All confirmed employees are eligible for sandwich leaves. The policy covers all regular and confirmed employees, but trainees or employees on probation can only take sick leave. The leave year runs from 1 January to 31 December.

### Purpose

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Organizations use this policy to restrict employees from taking longer days off and prevent absenteeism in the workplace. This policy can be implemented in the workplace after discussing it with the employees. If a company does not inform employees when they join or before policy implementation, it will negatively affect its employer branding.

### Rules

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- **First Case**
  - When an employee takes leave for a whole day before and after a holiday or week off, it is considered sandwich leave. Accordingly, the individual's salary will be deducted.

- **Second Case**

- In this case, an employee takes a leave for a full day before the week-off/holiday and subsequently takes another half-day leave after the week-off/holiday. The holiday/week-off will be considered the sandwich leaves, and based on that, the employee's leave balance will be deducted. This will be the same if the situation is vice-versa (i.e., half-day leave taken before and a full day after a week off/holiday).

## **Actions**

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According to the policy, if an employee takes leave before and after a holiday, both the leave and the holiday will be considered part of their leave entitlement.

## **To Sum Up**

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A sandwich policy may seem unfair to employees, as it can seize an extra part of their salary. However, the organization will maintain a strict policy prohibiting employees from taking unnecessary leaves. Ultimately, implementing a sandwich leave policy can enhance employee productivity.

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