

Title: Leave & Attendance Policy

1. Paid Leave

- Full-time employees are entitled to **18 paid leave days per year**.
- Paid leave is credited quarterly.
- Employees must complete probation to access full leave benefits.

2. Sick Leave

- Employees are entitled to **10 sick leave days per year**.
- Medical certificate required for leave exceeding 2 consecutive days.

3. Unpaid Leave

- Subject to manager approval.
- Maximum 30 days unpaid leave per year.