

## **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.