

Employee Leave Policy

Introduction

The purpose of this document is to outline the company's leave policies, including the types of leave available, eligibility criteria, and the process for requesting leave.

1. Types of Leave

1.1 Annual Leave

Employees are entitled to 15 days of paid annual leave per calendar year. Unused leave can be carried over to the next year but cannot exceed a total of 30 days.

1.2 Sick Leave

Employees are entitled to 10 days of sick leave annually. Sick leave is granted when an employee is unable to work due to illness or injury, and a medical certificate is required for absences of more than 3 days.

1.3 Maternity Leave

Female employees are entitled to 12 weeks of maternity leave, with 6 weeks paid and 6 weeks unpaid. The leave can be taken up to 4 weeks before the expected delivery date.

1.4 Public Holidays

Employees are entitled to public holidays as per the government schedule. If a public holiday falls on a weekend, it will be observed on the following Monday.

2. Leave Request Process

2.1 How to Apply for Leave

To apply for leave, employees must submit a leave request form via the company's HR portal at least 5 business days in advance. For emergency leave, employees should inform their manager as soon as possible.

2.2 Approval Process

Once a leave request is submitted, the employee's manager will review it and either approve or reject the request based on department requirements and workload.

3. Leave Accrual and Carry-Over

3.1 Leave Accrual

Leave is accrued on a monthly basis, with 1.25 days of annual leave earned each month.

3.2 Carry-Over

Employees may carry over unused leave to the next year, but the total carryover cannot exceed 30 days. Any leave exceeding 30 days will be forfeited.