

Company Leave Policy

Department: Human Resources

Version: 1.0

Effective Date: January 1, 2024

Overview:

This document outlines the company's policies regarding employee leave, including annual leave, sick leave, and unpaid leave.

1. Annual Leave

- Employees are entitled to 21 paid vacation days per year.
- Leave requests must be submitted at least two weeks in advance.

2. Sick Leave

- Employees must notify their manager within 24 hours of absence.
- A medical certificate is required for absences exceeding 3 days.

3. Unpaid Leave

- Subject to manager approval and HR verification.

Approved by: HR Department