

Company Leave Policy

****Effective Date:**** January 1, 2025

****Last Updated:**** September 24, 2025

****Applies to:**** All full-time and part-time employees

1. Purpose

The purpose of this leave policy is to outline the types of leave available to employees and the procedures for requesting time off. We aim to provide a fair and transparent system that supports employee well-being while ensuring continuity of work.

2. Types of Leave

2.1. Annual Leave (Paid Time Off - PTO)

- ****Eligibility:**** All full-time employees
- ****Accrual:**** 1.75 days per month (21 days per year)
- ****Carry Forward:**** Up to 5 unused days can be carried forward to the next calendar year
- ****Usage:**** Requires manager approval and minimum 3 days' notice

2.2. Sick Leave

- ****Eligibility:**** All employees
- ****Entitlement:**** 12 days per year (non-cumulative)
- ****Documentation:**** Medical certificate required for absences longer than 2 days
- ****Notification:**** Inform the manager within 24 hours of illness

2.3. Casual Leave

- ****Entitlement:**** 8 days per year
- ****Usage:**** For short-term personal reasons
- ****Approval:**** Prior approval required where possible

2.4. Maternity / Paternity Leave

- ****Maternity Leave:**** Up to 26 weeks (as per applicable law)
- ****Paternity Leave:**** 10 days
- ****Notification:**** At least 8 weeks' advance notice

2.5. Bereavement Leave

- **Entitlement:** Up to 5 working days
- **Eligibility:** Death of an immediate family member
- **Proof:** May require documentation

2.6. Leave Without Pay (LWP)

- **Eligibility:** On request, subject to manager and HR approval
- **Usage:** For personal emergencies or extended time off needs
- **Impact:** Does not affect job status, but may affect benefits depending on duration

3. Leave Request Procedure

1. Submit leave request via the HR portal or email
2. Include:
 - Type of leave
 - Dates
 - Reason (if required)
3. Manager reviews and approves/rejects
4. HR updates leave records

4. Leave Encashment


- **Encashment:** Allowed only at the end of the calendar year for up to 5 unused annual leave days
- **Eligibility:** Must have completed at least 12 months of continuous service


5. Important Notes

- Unauthorized absence may lead to disciplinary action
- Holidays falling during leave period will not be counted as leave
- In case of resignation, encashment or adjustment of unused leaves will be as per final settlement

6. Contact

For any clarification, please contact:

 ****hr@sample.com****

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