

# Annual Leave Policy Template

## 1. Purpose

[Briefly describe the purpose of the annual leave policy.]

## 2. Scope

[State the employees to whom this policy applies.]

## 3. Annual Leave Entitlement

- [Describe entitlement, e.g., number of days per year.]
- [Specify if leave accrues annually or monthly.]
- [Mention any differences based on employee type, tenure, etc.]

## 4. Procedure for Applying for Leave

- [Outline the process for requesting leave.]
- [Mention advance notice requirements.]
- [List any required forms or systems to use.]

## 5. Leave Approval

- [Describe who approves leave and any possible reasons for denial.]
- [Explain notice on approval/denial to employee.]

## 6. Unused Leave

- [State if unused leave can be carried over, and if so, for how long.]
- [Mention policies on leave encashment, if any.]

## 7. Leave During Notice Period

[Explain how annual leave is managed when an employee is serving notice.]

## 8. Exceptions and Special Cases

[Describe any exceptions, e.g., for contract or part-time staff.]

## 9. Policy Review

[State how often the policy will be reviewed and by whom.]

