

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.]

This is a blank template. For official use, customize according to your organization's requirements and local labor laws.

