

Employee Leave Policy

Document Version: [Version Number]

Effective Date: [Date]

1. Objective

This policy outlines the leave entitlements, procedures, and conditions for all employees of [Company Name].

2. Scope

This policy is applicable to all permanent, contract, and probationary employees of [Company Name].

3. Types of Leave

Type of Leave	Entitlement	Remarks
Annual Leave	[No. of Days] days per year	With prior approval
Sick Leave	[No. of Days] days per year	Medical certificate may be required
Maternity Leave	[No. of Days] days	As per statutory guidelines
Paternity Leave	[No. of Days] days	Submit relevant documents
Other (Specify)	As applicable	Subject to management approval

4. Leave Application Process

- Submit leave request via [System/Email/Portal] at least [No. of Days] in advance, except for emergencies.
- Provide relevant supporting documents, if required.
- Await approval from reporting manager and HR.

5. General Conditions

- Leave cannot be availed without prior approval except in cases of emergency.
- Unauthorised absence will be treated as leave without pay.
- Accumulation and carry-forward of leave will be governed as per company rules.

6. Policy Review & Amendments

This policy will be reviewed periodically and may be amended by [Company Name] management as required.

7. Contact

For any queries regarding this policy, please contact the HR department at [HR Email/Contact].

[Authorized Signatory]

[Designation]

[Date]

