

Sample Employee Leave Policy

1. Purpose

The purpose of this policy is to provide employees with leave benefits while ensuring smooth business operations.

2. Eligibility

All confirmed employees are eligible for leave benefits as per this policy. Probationary employees may be eligible for limited leave subject to management approval.

3. Leave Types

A. Casual Leave (CL)

- Entitlement: 12 days per calendar year
- Purpose: Personal work, emergencies, or short-term absence
- Maximum: 3 consecutive days at a time
- Unused leave cannot be carried forward or encashed

B. Sick Leave (SL)

- Entitlement: 12 days per calendar year
- Purpose: Illness, injury, or medical treatment
- Medical certificate required for absences exceeding 2 consecutive days
- Unused leave cannot be encashed

C. Earned / Privilege Leave (EL/PL)

- Entitlement: 18 days per calendar year
- Earned monthly after confirmation
- Can be carried forward up to 45 days
- Encashment allowed as per company policy

D. Maternity Leave

- As per applicable labor laws
- Employees must submit supporting medical documents

E. Paternity Leave

- 5 working days

- To be availed within 3 months of childbirth

F. Bereavement Leave

- 3 working days for immediate family member's death

G. Compensatory Off (Comp-Off)

- Granted for working on weekends or public holidays with manager approval
- Must be utilized within 90 days

4. Public Holidays

Employees are entitled to company-declared public holidays as published annually.

5. Leave Application Process

1. Apply through HRMS or email.
2. Obtain reporting manager approval.
3. Emergency leave should be informed as early as possible.
4. Leave is considered approved only after official approval.

6. Leave During Probation

- Casual Leave: 1 day per month
- Sick Leave: 1 day per month
- Earned Leave: Not applicable during probation

7. Leave Without Pay (LWP)

- Applicable when leave balance is exhausted.
- Requires manager and HR approval.
- Salary deduction will be made accordingly.

8. Unauthorized Absence

Failure to report to work without approval or notification may result in disciplinary action, including salary deduction.

9. Leave Encashment

- Earned Leave may be encashed during separation or as approved by management.
- Casual Leave and Sick Leave are not encashable.

10. Policy Amendment

The company reserves the right to modify this policy at any time based on business requirements and applicable laws.

Annual Leave Summary

Leave Type	Days/Year	Carry Forward	Encashment
Casual Leave	12	No	No
Sick Leave	12	No	No
Earned Leave	18	Yes (Max 45)	Yes
Paternity Leave	5	No	No
Bereavement Leave	3	No	No
Comp-Off	As Approved	No	No

Total Annual Leave Entitlement: 42 Days (CL + SL + EL)