

# Leave Policy

[Name of the Company](#) gives employees a reasonable, regular amount of time off. This policy describes the rules and procedures for taking leave. We understand that balancing professional and personal life matters. Depending on the situation, however, the company may approve or refuse a leave application.

## Purpose

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This policy gives guidelines for employees requesting leave and sets out the types and number of leaves each employee is entitled to in a calendar year.

## Eligibility

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The policy covers all regular, confirmed employees. Trainees and employees on probation can take sick leave only. The leave year runs from 1 January to 31 December.

## Scope

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This leave policy applies to all employees in the organization.

## Leave Entitlement

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Every employee is entitled to leave. The types are:

- Privilege leave
- Casual leave
- Sick leave
- Maternity leave
- Paternity leave
- Sabbatical leave
- Festivals and holidays
- Unpaid leave

## Guidelines

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- Leave is calculated on a calendar year basis.
- Casual and sick leave are credited to the employee's leave account at the start of the calendar year (1 January), or on the date of joining for new employees.
- Privilege leave is credited at the beginning of every month.
- Employees who join part-way through the year receive their entitlements in proportion to the time left in that year.
- Privilege leave becomes available only after the employee completes probation or is confirmed.
- Casual or sick leave cannot be taken for more than [Number of days](#) at a time.

- Leave of more than [Number of days](#) requires a doctor's certificate.
- The company may refer any employee to a doctor to assess how serious an illness is.
- Leave must be applied for at least [Number of days](#) in advance.

## Festivals

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In addition to the leave above, there will be [Number of days](#) of paid holidays. The list is released at the start of the calendar year. These holidays cannot be carried forward or encashed.

## Leave Without Pay

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Employees can apply for leave without pay (LWP) when their leave balance is zero or negative. The reporting manager sends a recommendation to the Head of HR for final approval, which keeps the chain of command intact. Holidays that fall on week-offs are not paid. LWP of more than [Number of days](#) requires permission from the Director or CEO.

## Sabbatical Leave

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Employees who want to improve qualifications relevant to their jobs can take a sabbatical of up to one year, provided they have at least [Number of years](#) of continuous service in the organization. The HOD sends a recommendation to the Head of HR for the CEO's final approval.

## Maternity Leave

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Maternity leave benefits are granted under the Maternity Benefit Act, 1961 to women who are not covered under the ESI Act. In case of sickness or illness related to pregnancy, leave can be extended up to a maximum of [Time frame](#), adjusted against the employee's leave balance.

## Paternity Leave

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Paternity leave is granted to all male employees for up to [Time frame](#) for the birth or adoption of a child. It applies for up to [Number of children](#) children, and must be taken within [Time frame](#) of the child's birth.

## Leave During Probation or Notice Period

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Employees serving probation or a notice period [will / will not](#) usually be allowed to take leave.

## Leave Accumulation and Encashment

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An employee can accumulate a maximum of [Number of days](#) of leave. Accrued leave is automatically encashed at the start of the following calendar year. If accumulated leave goes above [Number of days](#), the employee can encash the excess. Only the previous year's leave is considered for this.

## **Application Process**

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Employees must submit their leave request to their reporting manager within 30 days, except in emergencies. The request should state the type of leave, the start and end dates, and the reason.

## **Approval Process**

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The reporting manager reviews the request and decides whether to approve or deny it, and informs the employee if it is approved.

## **Disciplinary Measures**

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The reporting manager and HR head will take firm action if this policy is not followed. Action ranges from verbal or written warnings for minor violations to suspension or demotion for serious ones.

## **Exception**

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Management may change this policy to meet statutory requirements or business needs. Exceptions are permitted only with the Head of HR's approval.