

Sandwich Leave Policy

[Name of the Company](#) allows its employees to take leave at regular intervals. That is not meant to let employees stretch their time off by joining regular working days to holidays. For that reason, [Name of the Company](#) has a sandwich leave policy, which limits high absenteeism around holidays.

Definition

When an employee takes time off both before and after a weekend or holiday to extend their leave, the organization counts the weekend or holiday days as part of that leave. The whole period is called sandwich leave.

Eligibility

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

Purpose

Organizations use this policy to discourage extended time off and reduce absenteeism. It should be introduced only after discussing it with employees. If a company does not tell employees about it when they join, or before it takes effect, its employer branding will suffer.

Rules

First case

An employee takes a full day of leave both before and after a holiday or week-off. This counts as sandwich leave, and the employee's salary is deducted accordingly.

Second case

An employee takes a full day of leave before a week-off or holiday and a half day after it. The week-off or holiday is treated as sandwich leave, and the employee's leave balance is deducted accordingly. The same applies the other way round: a half day before and a full day after.

Actions

Under this policy, if an employee takes leave both before and after a holiday, the leave and the holiday are both counted against their leave entitlement.

To Sum Up

A sandwich leave policy can seem unfair to employees, because it can cost them an extra part of their salary. The organization will nonetheless keep a firm policy against unnecessary leave. In the end, a sandwich leave policy can improve employee productivity.