

(Name of the Organization)

LEAVE POLICY

{It is just a sample, and for state-wise leave rules, please refer to the leave rules and working hours (state-wise)}

Purpose

Effective Date: _____

Leave Entitlement for the year - Total leaves per employee for the year:

1. 30 Earned/Paid Leaves
2. 12 Public Holidays

Salient Features:-

- All employees need to mandatorily utilize five days of leave every calendar year. If not availed, these five days will lapse on December 31st.
- Carried forward leaves are limited to 30 days per calendar year.
- Leave encashment will not be allowed at the end of the year. Only allowed in case of resignation or retirement.
- Employees on probation can avail leave in case of sickness or in case of emergency, subject to management's discretion and approval. Entitlement is pro-rata from their date of joining.
- Employees need to compulsorily take a minimum of 5 consecutive working days holiday at least once in each calendar year.
- All leaves need prior approval from the supervisor/line manager and should be recorded in Workday. In case of sickness and emergency (exceptional circumstances), the employee needs to inform the supervisor as soon as possible and record the leave in the system immediately on returning to duty.

Policies On Leave From Work

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