

FutureSmart AI

Employee Leave Policy — Internal HR Document

1. Annual Leave

Employees are entitled to 18 days of paid annual leave per calendar year. Leave must be applied a minimum of 3 days in advance except in emergencies. Annual leave can be taken in full or half days.

2. Medical Leave

Employees are entitled to 12 days of paid medical leave per year. A medical certificate is required for leaves exceeding 2 consecutive days. Medical leave cannot be carried forward to the next year.

3. Emergency Leave

Employees are entitled to up to 3 days of emergency leave per year for immediate family emergencies only. The leave must be reported to the direct manager within 24 hours of taking it. Emergency leave cannot be carried forward.

4. Leave Application Requirements

All leave requests must include the following information:

- Employee full name
- Type of leave (Annual / Medical / Emergency)
- Start date and end date of the leave
- Reason for taking leave
- Name of the approving manager

5. Leave Approval Process

All leave requests must be approved by the employee's direct manager before the leave period begins. Leaves taken without prior approval will be marked as Loss of Pay (LOP). In emergencies, the employee must inform the manager within 24 hours.

6. Leave Balance and Carry Forward

Employees can check their current leave balance by contacting the HR department. Unused annual leave can be carried forward to the next calendar year up to a maximum of 5 days only. Unused medical leave and emergency leave cannot be carried forward under any circumstances.

7. Public Holidays

Public holidays declared by the company are separate from the leave entitlements listed above. They do not count against any leave balance. The list of public holidays is published by HR at the beginning of each year.

8. Half Day Leave

Employees may apply for half day leave for both annual and medical leave types. Half day leave counts as 0.5 days against the respective leave balance. Half day leave must be applied with a minimum of 1 day advance notice.