

Annual Leave Policy Format Template

Annual Leave Policy

1. Purpose and Scope

This Annual Leave Policy outlines the entitlements, procedures, and guidelines for employees taking paid time off from work. This policy applies to all full-time and part-time employees of the organization.

2. Leave Entitlement

2.1 Full-Time Employees

Full-time employees are entitled to a minimum of 20 working days of paid annual leave per calendar year. This entitlement increases based on length of service as follows:

- 0-2 years of service: 20 days
- 3-5 years of service: 22 days
- 6-10 years of service: 25 days
- 10+ years of service: 28 days

2.2 Part-Time Employees

Part-time employees receive annual leave on a pro-rata basis, calculated according to their contracted working hours.

2.3 New Employees

New employees will accrue annual leave from their first day of employment. During the first year, leave entitlement is calculated on a pro-rata basis from the start date to the end of the calendar year.

3. Leave Year

The annual leave year runs from January 1st to December 31st.

4. Accrual of Leave

Annual leave accrues on a monthly basis throughout the year. Employees accrue 1/12th of their annual entitlement each month.

5. Requesting Annual Leave

5.1 Advance Notice

Employees must submit leave requests in advance using the designated leave management system or request form:

- 1-3 days leave: minimum 1 week notice
- 4-10 days leave: minimum 2 weeks notice
- 10+ days leave: minimum 4 weeks notice

5.2 Approval Process

All leave requests must be approved by the employee's direct supervisor or line manager. Approval is subject to business needs and adequate departmental coverage.

5.3 Peak Periods

During busy periods or peak business times, leave may be restricted. Employees will be notified in advance of any blackout periods where leave cannot be taken.

6. Carry Over and Expiry

6.1 Standard Carry Over

Employees may carry over up to 5 days of unused annual leave to the following year. These days must be used within the first quarter (by March 31st) or they will be forfeited.

6.2 Exceptions

In exceptional circumstances, such as operational requirements preventing leave being taken, managers may authorize additional carry over with written approval from Human Resources.

7. Public Holidays

Public holidays are separate from annual leave entitlement and do not count as annual leave days.

The organization observes all statutory public holidays as per local regulations.

8. Payment in Lieu

Annual leave should normally be taken during the employment period. Payment in lieu of unused leave will only be made upon termination of employment, subject to local labor laws.

9. Leave During Notice Period

Employees serving notice may be required to take any outstanding annual leave during their notice period. Alternatively, management may request employees to work through their notice period with payment made for unused leave upon departure.

10. Extended Leave

Employees wishing to take more than 10 consecutive days of leave must discuss this with their manager at least 8 weeks in advance to ensure appropriate coverage arrangements.

11. Emergency Leave

In cases of genuine emergency, employees should contact their manager as soon as possible. Retrospective leave requests will be considered on a case-by-case basis.

12. Leave Records

12.1 Employee Responsibility

Employees are responsible for monitoring their own leave balance and ensuring they take their entitled leave throughout the year.

12.2 Manager Responsibility

Managers should actively encourage employees to take their annual leave and ensure leave is distributed throughout the year.

12.3 HR Records

Human Resources maintains official records of all leave taken and leave balances for all employees.

13. Cancellation of Approved Leave

The organization reserves the right to cancel approved leave in exceptional circumstances, such as emergencies or critical business needs. Reasonable notice will be provided, and any costs incurred by the employee will be reimbursed.

14. Sickness During Annual Leave

If an employee falls ill during approved annual leave and provides appropriate medical certification, the sick days may be recorded as sick leave rather than annual leave, subject to the organization's

sick leave policy.

15. Unauthorized Absence

Taking leave without prior approval or exceeding approved leave dates will be treated as unauthorized absence and may result in disciplinary action, including potential dismissal.

16. Returning from Leave

Employees must return to work on the first scheduled working day following their leave period. Failure to return without valid reason may be treated as unauthorized absence.

17. Policy Compliance

All employees and managers are expected to comply with this policy. Questions regarding this policy should be directed to Human Resources.

18. Policy Review

This policy will be reviewed annually and may be amended as necessary to reflect changes in employment law or organizational requirements. Employees will be notified of any changes.

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****Policy Owner:**** Human Resources Department

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