

HR Annual Leave Policy Update Announcement

Subject: Important Update to Annual Leave Policy - Effective [Date]

Dear Team Members,

We are writing to inform you of updates to our Annual Leave Policy, effective [Date]. These changes have been made to better align with current labor regulations and to enhance work-life balance across our organization.

Key Changes:

1. **Leave Accrual:** Annual leave will now accrue at [X] days per month, with a maximum carryover of [X] days into the next calendar year.
2. **Request Timeline:** Leave requests must be submitted at least [X] days in advance for requests of [X] days or more. Shorter requests require [X] days notice.
3. **Blackout Periods:** Certain periods have been designated as blackout periods due to business-critical operations: [List periods]. Emergency leave will still be considered on a case-by-case basis.
4. **Unused Leave:** Unused leave beyond the carryover limit will be [forfeited/paid out/converted to other benefits] at year-end.
5. **Leave During Notice Period:** Employees serving notice period may/may not take annual leave, subject to manager approval and operational requirements.

The complete updated policy document is attached and has been uploaded to our employee portal under [Location]. All employees are required to review the updated policy and acknowledge receipt by [Date] through the HR system.

If you have questions or concerns about these changes, please contact the HR department at [Contact Information] or attend one of our information sessions scheduled for [Dates and Times].

Thank you for your attention to this important update.

Sincerely,

[HR Director's Name]

Human Resources Department

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