

# Annual Leave Policy Annex For Full-Time Employees

## 1. Purpose

This annex outlines the terms and conditions relating to annual leave entitlements for all full-time employees.

## 2. Scope

This policy applies to all full-time employees as defined by the employment contract.

## 3. Annual Leave Entitlement

Length of Service	Annual Leave Entitlement (per calendar year)
Less than 1 year	Pro-rata basis
1 year or more	20 working days

## 4. Accrual and Carry-Over

- Annual leave accrues on a monthly basis.
- Unused annual leave may be carried over to the following year, subject to management approval.
- Excess carry-over may be forfeited based on company guidelines.

## 5. Requesting Leave

- Employees must submit leave requests at least two weeks in advance, where possible.
- All leave is subject to approval by the direct supervisor.

## 6. Leave During Notice Period

Annual leave taken during a notice period is subject to management approval and may be deducted from final settlements.

## 7. Public Holidays

Public holidays occurring during annual leave are not deducted from annual leave entitlement.

## 8. Unused Leave on Termination

Upon termination of employment, unused and accrued annual leave will be paid out in accordance with statutory requirements.

## 9. Responsibility

It is the employee's responsibility to ensure leave is planned and approved in accordance with this policy.

## 10. Review

This policy annex will be reviewed annually and updated as needed.