

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.