

# Employee Leave of Absence Policy

**Effective Date:** [Effective Date Here]

**Applies to:** All Employees

## 1. Purpose

This policy outlines the terms and conditions under which employees may request a leave of absence from work, the types of leave available, and the procedures for requesting and approving leave.

## 2. Scope

This policy applies to all full-time and part-time employees of [Company Name].

## 3. Types of Leave

Type of Leave	Description	Maximum Duration
Annual Leave	Paid time off for vacation or personal reasons	20 days/year
Sick Leave	Paid time off for illness or medical appointments	10 days/year
Maternity/Paternity Leave	Leave taken for birth, adoption, or foster care of a child	Up to 12 weeks
Unpaid Leave	Extended absence for personal reasons, subject to approval	Up to 30 days

## 4. Eligibility

- All full-time employees are eligible for paid and unpaid leave as described above.
- Part-time employees may be eligible for leave on a pro-rata basis.

## 5. Requesting a Leave of Absence

1. Employees must submit a written request to their direct supervisor at least two weeks in advance, except in cases of emergency or illness.
2. The request should include the type of leave, reason, and anticipated duration.
3. Management will review requests and inform employees of approval status as soon as possible.

## 6. Returning to Work

- Employees must communicate with HR prior to returning to work from leave.
- A fitness for duty certificate may be required for medical leave.

## 7. Policy Compliance

Failure to comply with this policy may result in disciplinary actions, up to and including termination of employment.

## **8. Questions**

For questions about this policy or specific leave entitlements, please contact the Human Resources department.