

# 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

- Employees must submit a written request to their direct supervisor at least two weeks in advance, except in cases of emergency or illness.
- The request should include the type of leave, reason, and anticipated duration.
- 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.