

Company Leave of Absence Policy Draft

Effective Date: _____

Applies To: All employees

1. Purpose

The purpose of this policy is to outline the procedures and guidelines for requesting and approving leaves of absence at [Company Name].

2. Scope

This policy applies to all full-time and part-time employees. Contractors and temporary staff are not covered by this policy.

3. Types of Leave

- **Paid Time Off (PTO):** Annual leave for vacation, personal days, or illness.
- **Sick Leave:** Time off for illness, injury, or medical appointments.
- **Parental Leave:** Leave taken for the birth or adoption of a child.
- **Bereavement Leave:** Leave for the loss of an immediate family member.
- **Unpaid Leave:** Leave without pay for personal or family reasons.
- **Other Leaves:** As required by law (jury duty, military leave, etc.).

4. Requesting Leave

- Employees should submit leave requests in writing to their supervisor as soon as possible, using the Company Leave Request Form.
- For planned leave, provide at least [number] days notice when possible.
- Unplanned leave should be communicated as soon as possible.

5. Approval Process

- All leave requests are subject to supervisor approval.
- Supervisors will consider business needs before approving leave.
- Employees will be notified in writing about the status of their leave request.

6. Documentation

- For sick leave, a medical certificate may be required for absences exceeding [number] days.
- Other documentation may be requested depending on the type of leave.

7. Return from Leave

- Employees are expected to return to work on the agreed date.
- Any extension must be requested and approved in advance.

8. Policy Administration

Questions regarding this policy should be directed to Human Resources.

Signatures:

HR Manager

Employee