

Employee Leave of Absence Policy Sample

1. Purpose

This policy outlines the guidelines and procedures for granting employees leave of absence from work.

2. Scope

This policy applies to all regular employees of [Company Name].

3. Types of Leave

- **Annual Leave (Vacation)**
- **Sick Leave**
- **Maternity/Paternity Leave**
- **Bereavement Leave**
- **Unpaid Leave**
- **Other Leave (e.g. Jury Duty, Military Leave)**

4. Eligibility

Full-time and part-time employees who have completed their probationary period are eligible for leave as specified below.

5. Leave Entitlement

Type of Leave	Entitlement	Conditions
Annual Leave	15 days per year	Accrued monthly, must be scheduled in advance.
Sick Leave	10 days per year	Requires medical certificate for absences over 3 days.
Maternity Leave	12 weeks	Available to female employees as per law.
Paternity Leave	5 days	Upon birth/adoption of child.
Bereavement Leave	3 days	Death of immediate family member.
Unpaid Leave	As approved	Subject to manager approval.

6. Application Procedure

- Submit a written request to your manager at least [number] days in advance when possible.
- In the case of unforeseen circumstances (e.g. illness, emergency), notify your manager as soon as possible.
- Submit supporting documents (e.g. medical certificate) where required.

7. Approval

Leave is subject to management approval based on business needs and policy compliance.

8. General Provisions

- Unauthorized absence may result in disciplinary action.
- Leave balances are tracked by the Human Resources department.
- Unused leave may be carried over or forfeited, as per company rules.

9. Policy Review

This policy will be reviewed regularly and may be updated at the discretion of management.

[Company Name], [Date]