

# General Leave of Absence Policy Guide

This Guide explains the company's general policies related to employee leaves of absence. It outlines the procedures for requesting leave, types of leave available, and general responsibilities of employees and supervisors.

## 1. Objective

To provide guidelines for the administration of leaves of absence in a fair and consistent manner while ensuring minimal disruption to business operations.

## 2. Scope

This policy applies to all regular full-time and part-time employees. Temporary or contract staff may refer to their assignment agreement for applicable leave provisions.

## 3. Types of Leave

Type of Leave	Description
Medical/Bereavement Leave	For personal illness, injury, or the death of an immediate family member.
Family/Parental Leave	For the birth or adoption of a child or to care for a qualified family member.
Personal Leave	For personal reasons not covered under other categories.
Jury Duty/Military Leave	For jury service or required military duty in accordance with law.

## 4. Requesting a Leave of Absence

1. Submit a written request to your supervisor as soon as possible.
2. Include expected start and end dates, the type of leave, and any necessary documentation.
3. Supervisor will review and forward to Human Resources.
4. Notification of approval or denial will be provided in writing.

## 5. General Provisions

- Employees must exhaust all applicable paid leave before beginning unpaid leave unless otherwise required by law.
- Unapproved absence may result in disciplinary action.
- Benefits continuation during leave is subject to company policy and legal regulations.
- On return, employees will be reinstated per applicable laws and company policies.

## 6. Responsibilities

- **Employee:** Request leave in a timely manner and submit required documents.
  - **Supervisor:** Review requests and support compliance with policy.
  - **Human Resources:** Administer policy, maintain records, and provide guidance.
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**Note:** This is a general guide. For further questions about specific types of leave or unique circumstances, please consult Human Resources.