

Leave of Absence Policy

1. Purpose

This policy outlines the types, eligibility, and procedures for employee leaves of absence at [Company Name].

2. Scope

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

3. Types of Leave

Type of Leave	Eligibility	Duration
Annual Leave	All employees	Up to 20 days/year
Sick Leave	All employees	Up to 12 days/year
Maternity/Paternity Leave	Eligible employees	As per regulations
Unpaid Leave	As approved	Case by case
Other (e.g., Bereavement)	As applicable	See HR

4. Leave Application Procedure

- Submit leave request form to your supervisor at least [X] days in advance where possible.
- Provide required documentation (e.g., medical certificate for sick leave).
- Wait for approval confirmation from supervisor or HR.

5. Conditions

- Unauthorized absence may result in disciplinary action.
- Unused annual leave may be carried over at management discretion.
- Company reserves the right to verify leave documentation.

6. Policy Review

This policy is reviewed annually and updated as necessary by the HR department.

HR Manager

Date: _____

Employee

Date: _____

