

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

1. Submit leave request form to your supervisor at least [X] days in advance where possible.
2. Provide required documentation (e.g., medical certificate for sick leave).
3. 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: _____

