Leave of Absence Policy Framework

This document outlines the general framework for managing employee leaves of absence within the organization.

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1. Purpose

The purpose of this policy is to define the principles and procedures for granting and administering employee leaves of absence in a consistent manner.

2. Scope

This policy applies to all regular employees, regardless of employment status, department, or level.

3. Types of Leave

- Annual Leave (Paid/Unpaid)
- Sick Leave
- Maternity/Paternity Leave
- Bereavement Leave
- Public Holiday Leave
- Other Special Leave (jury duty, study leave, etc.)

4. Eligibility

Eligibility criteria for each type of leave are defined based on employment status and regulatory requirements.

5. Procedures

1. Employee submits leave request in advance, where possible.
2. Manager reviews and approves or denies the request based on business needs and policy.
3. HR maintains leave records and tracks balances.
4. Employees returning from leave must notify their manager and HR.

6. Documentation

Supporting documentation may be required for certain leave types (e.g., medical certificate for sick leave).

7. Compliance

All leave practices must comply with applicable labor laws and company guidelines.

8. Policy Review

This policy will be reviewed and updated periodically to ensure compliance and relevance.