

# Organizational Leave Policy

Document Version: [Version Number] | Effective Date: [Date]

## 1. Purpose

This document outlines the guidelines and procedures for leave entitlements and approvals within [Organization Name].

## 2. Scope

This policy applies to all regular employees of [Organization Name], unless stated otherwise in employment agreements.

## 3. Definitions

- **Annual Leave:** Paid leave granted annually for rest and recreation.
- **Sick Leave:** Leave for illness or medical appointments.
- **Unpaid Leave:** Leave granted without pay, subject to approval.
- **Other Leave:** Includes maternity, paternity, bereavement, jury duty, etc.

## 4. Types of Leave

### 1. Annual Leave

- Accrual: [Describe accrual rate and limits]
- Usage: [Guidelines for requesting and taking annual leave]

### 2. Sick Leave

- Eligibility: [Eligibility criteria]
- Documentation: [When medical certificates are required]

### 3. Special Leave

- Maternity/Paternity Leave
- Bereavement Leave
- [Other types as applicable]

### 4. Unpaid Leave

- Approval process and conditions

## 5. Leave Application Process

1. Submit leave request through [Portal/System/HR].
2. Supervisor reviews and approves/rejects request.
3. HR updates leave records.

## 6. Roles and Responsibilities

- **Employees:** Submit leave requests in advance, provide supporting documents when necessary.
- **Supervisors:** Review, approve, or reject leave applications.
- **HR Department:** Maintain records, ensure policy compliance.

## 7. Policy Exceptions

Exceptions to this policy are subject to organizational discretion and must be approved by [Responsible Authority].

## **8. Review and Amendment**

This policy shall be reviewed periodically and amended as necessary.

## **9. Contact**

For any questions regarding this leave policy, please contact [HR Contact Information].