

# Staff Leave of Absence Policy

This document outlines the guidelines for leaves of absence for all staff members. The policy ensures fair and consistent treatment regarding time off from work.

## 1. Purpose

To define the process and terms under which employees may request and receive an approved leave of absence.

## 2. Scope

This policy applies to all full-time and part-time employees.

## 3. Types of Leave

Type of Leave	Eligibility	Duration	Notes
Annual Leave (Paid)	All employees	Up to 20 days/year	Scheduled in advance, approved by manager
Sick Leave	All employees	Up to 10 days/year	Medical documentation may be required
Unpaid Leave	All employees	As approved	Manager and HR approval required

## 4. Request Procedure

- Employee submits a leave request to their manager as early as possible.
- Manager reviews the request based on department needs.
- HR reviews and records the leave if approved.
- Employee is notified of the decision.

## 5. Conditions

- Leaves must be scheduled in advance except in emergencies.
- Unapproved absences may result in corrective action.
- Leave balances are tracked by HR.

## 6. Policy Review

This policy will be reviewed annually and updated as needed.

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Manager Signature   Date

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Employee Signature   Date