

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.

Manager Signature Date

Employee Signature Date