Standard Leave Management Policy Outline

1. Purpose

Describe the intent of the leave management policy and its importance in ensuring employee well-being and operational efficiency.

2. Scope

Outline to whom the policy applies (e.g., all full-time and part-time employees).

3. Types of Leave

- Annual Leave / Vacation Leave
- Sick Leave
- Maternity / Paternity / Parental Leave
- Emergency Leave
- Public Holidays
- Unpaid Leave
- Other Special Leave Types (if applicable)

4. Leave Entitlement & Accrual

- Annual leave days granted and accrual method
- Calculation for part-time or new employees
- Carry over or forfeiture of unused leave

5. Leave Application Procedure

1. How to request leave
2. Required notice or approval period
3. Documentation requirements

6. Approval Process

- Approval authority (e.g., direct supervisor, HR)
- Processing timeframe

7. Recordkeeping

- Maintaining leave records
- Employee access to leave balances

8. Misuse of Leave

- Consequences of abuse or fraudulent leave claims
- Disciplinary actions

9. Policy Review

- Frequency of policy review and update
- Who is responsible for review

10. Contact Information

HR contact details for policy queries or assistance.