

# Workplace Leave Policy Template

**Effective Date:** \_\_\_\_\_

**Applies To:** All Employees

## 1. Purpose

This policy outlines the types of leave available to employees and the procedures for requesting and approving leave.

## 2. Scope

This policy applies to all permanent and contract employees.

## 3. Types of Leave

Type of Leave	Annual Entitlement	Description
Annual Leave	20 days	Paid time off for rest and recreation
Sick Leave	10 days	Paid leave for illness or medical appointments
Parental Leave	As per law	Leave for birth or adoption of a child
Unpaid Leave	As approved	Leave without pay for personal reasons

## 4. Leave Accrual and Usage

- Annual leave accrues monthly and must be approved by management in advance.
- Sick leave requires notification as soon as possible and may require a medical certificate.
- Unused leave may be carried over up to a certain limit.

## 5. Procedure

1. Employee submits leave request to manager via email or HR system.
2. Manager reviews and approves or denies the request.
3. Employee is notified of the outcome.
4. Record of leave is updated in HR records.

## 6. Responsibilities

- Employees must apply for leave as early as possible.
- Managers are responsible for reviewing and approving leave requests.
- HR maintains accurate leave records.

## 7. Policy Review

This policy will be reviewed annually and updated as necessary.

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

