

Paid Leave Policy Template

Policy Overview

_____ provides paid leave to eligible employees in accordance with this policy.

Purpose

The purpose of this policy is to outline the conditions and procedures for the use of paid leave by employees.

Scope

This policy applies to: _____

Eligibility

- Eligible employees: _____
- Ineligible employees: _____

Types of Paid Leave

- Annual/Vacation Leave
- Sick Leave
- Personal Leave
- Other (specify): _____

Accrual of Leave

- Accrual rate: _____
- Maximum accrual: _____
- Carryover policy: _____

Leave Request Procedure

1. Employees must submit requests _____ in advance.
2. Requests should be directed to _____.
3. Approval will be based on business needs and policy compliance.

Documentation

Employees may be required to provide documentation for certain types of leave (e.g., medical note for sick leave).

Unused Leave

- Unused leave at year-end: _____
- Payout upon termination: _____

Policy Review & Amendments

This policy will be reviewed on: _____ and is subject to amendment at the company's discretion.

Approval

Approved by:

Date:
