

Unpaid Leave Policy Template

1. Purpose

[Insert the company's purpose and objective in providing an unpaid leave policy.]

2. Scope

[Specify to whom this policy applies, e.g., all employees, certain departments, etc.]

3. Definitions

- **Unpaid Leave:** [Define what unpaid leave means in this policy.]

4. Policy Guidelines

- [State eligibility criteria for unpaid leave.]
- [Describe the acceptable reasons for requesting unpaid leave.]
- [Explain the process for requesting and approving unpaid leave.]
- [Specify documentation requirements, if any.]
- [List the maximum duration allowed.]
- [Mention impact on employee benefits, seniority, and employment status.]

5. Procedure

- [Outline steps for employees to request unpaid leave.]
- [Explain the manager's responsibility in evaluating and approving requests.]
- [Describe how leave is documented and recorded.]

6. Responsibilities

- [Clarify roles of HR, managers, and employees in administering the policy.]

7. Policy Review

[State how often this policy will be reviewed and who is responsible.]

8. Approval and Implementation

[Provide space for signatures, dates, and titles of those approving the policy.]