

General Leave Policy Structure Sheet

1. Purpose

This document outlines the general policy regarding leave entitlements for employees, including types of leave, eligibility, procedures, and related guidelines.

2. Scope

This policy applies to all employees of [Company Name].

3. Types of Leave

Leave Type	Description	Entitlement
Annual Leave	Paid leave for vacation or personal time.	[X] days per year
Sick Leave	Leave for illness or medical reasons.	[X] days per year
Maternity/Paternity Leave	Leave related to childbirth and childcare.	[X] weeks
Unpaid Leave	Leave without pay, upon approval.	As approved
Other Leave	Compassionate, study, or special leave.	As approved

4. Eligibility

- All permanent and contract employees are eligible for leave.
- Eligibility for certain leaves may depend on length of service.

5. Leave Application Procedure

1. Fill out the leave application form.
2. Submit the form to the direct supervisor/HR.
3. Await approval before proceeding on leave.
4. Inform the team and ensure work coverage as required.

6. General Guidelines

- Unused annual leave may be carried forward according to company policy.
- Medical certificate required for sick leave exceeding [X] days.
- Unauthorized absence may result in disciplinary action.

7. Policy Review

This document is subject to periodic review and can be updated as required.

Last Reviewed: _____