

Leave of Absence Policy Outline

1. Policy Purpose

Briefly state the intention and objectives of the Leave of Absence Policy.

2. Scope

Define which employees are covered by this policy (e.g., full-time, part-time, contract).

3. Types of Leave

- Annual Leave
- Sick Leave
- Maternity/Paternity Leave
- Bereavement Leave
- Unpaid Leave
- Other (specify as relevant)

4. Eligibility Criteria

- Minimum employment period
- Job classification requirements
- Any additional eligibility requirements

5. Application Procedure

1. How to request leave (forms/process)
2. Required notice period
3. Documentation needed (if any)

6. Approval Process

- Person(s) responsible for approval
- Approval timeline
- Communication of decision to employee

7. Leave Duration

- Minimum and maximum duration per leave type
- Extensions and early returns

8. Compensation and Benefits

- Paid vs unpaid leave
- Impact on salary and benefits

9. Return to Work

- Notification process for returning
- Reintegration procedures (if any)

10. Policy Review & Amendments

- How and when the policy will be reviewed
- Process for making amendments

Effective Date: _____

Approved By: _____