

Organizational Absence Leave Policy Framework

1. Purpose

This policy establishes the framework governing absence and leave entitlements, ensuring consistency and fairness in the management of leaves across the organization.

2. Scope

This policy applies to all employees of the organization, regardless of contract type or employment status, unless otherwise specified in employment agreements.

3. Policy Statement

The organization recognizes the necessity of providing employees with various leave types to address health, family, personal, and civic responsibilities.

4. Types of Leave

- Annual Leave
- Sick Leave
- Maternity / Paternity / Parental Leave
- Bereavement Leave
- Unpaid Leave
- Civic Duty Leave (e.g., jury duty, voting)
- Other leave as permitted by law or organizational policy

5. Eligibility

Employees are eligible for leave according to their contract terms, tenure, and relevant legislative requirements.

6. Procedures

1. Employees must submit leave requests in advance except in emergencies.
2. Line managers are responsible for reviewing and approving leave requests.
3. Documentation may be required for certain leave types.

7. Responsibilities

- **Employees:** Request leave and provide appropriate documentation.
- **Managers:** Approve requests and ensure adequate staffing.
- **HR Department:** Maintain accurate records and ensure policy compliance.

8. Compliance

Non-compliance with this policy may result in disciplinary action as per organizational procedures.

9. Review and Revision

This policy will be reviewed periodically to ensure its continued relevancy and compliance with legal standards.

