

Staff Leave Request Policy

1. Purpose

2. Scope

3. Types of Leave

| Type | Description | Entitlement |
|------|-------------|-------------|
| | | |
| | | |
| | | |

4. Leave Application Procedure

- 1.
- 2.
- 3.

5. Leave Approval

6. Responsibilities

-
-
-

7. Record Keeping

8. Policy Review

Document Control

- Date Effective:
- Version:
- Approved By: