

Standard Leave of Absence Policy

Purpose

The purpose of this policy is to provide employees with information regarding the process and terms of requesting and taking a leave of absence from work.

Scope

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

Policy Details

- **Eligibility:** All regular employees who have completed at least 3 months of continuous service are eligible to request a leave of absence.
- **Types of Leave:**
 - Medical Leave
 - Maternity/Paternity Leave
 - Personal Leave
 - Bereavement Leave
 - Military Leave
- **Notice:** Employees are required to submit a written request for leave at least 14 calendar days prior to the intended leave, unless in cases of emergency.
- **Approval:** Leaves of absence are subject to management approval and may require documentation, such as a medical certificate or official notice.
- **Duration:** The maximum duration of a leave of absence is typically up to 12 weeks, unless otherwise required by law or exceptional circumstance.
- **Benefits:** Employees will retain their employment status during approved leaves but may be subject to changes in pay or benefits as outlined in the employee handbook or as governed by local laws.
- **Return to Work:** Employees are expected to return to work on the agreed-upon date. Any extension must be requested and approved in advance.

Procedure

1. Employee submits a written request for leave, indicating the type and expected duration.
2. Management reviews the request and may request additional documentation.
3. Management notifies the employee of the decision in writing.
4. Upon return, the employee provides any required clearance or documentation as needed.

Contact

For further information or clarification, employees should contact the Human Resources Department.

Effective Date: [Insert Date]

Reviewed By: [HR Manager/Department]