**Leave Policy**

**Objective:**

The purpose of this Leave Policy is to establish guidelines and procedures for requesting, approving, and managing employee leaves to ensure a fair and consistent approach across the organization.

**1. Types of Leave:**

a. Annual Leave:

- Annual leave is accrued based on the length of service and is intended for vacation, rest, and personal time off.

b. Sick Leave:

- Sick leave is provided to employees for their own illness or medical appointments. A medical certificate may be required for extended sick leave.

c. Maternity/Paternity Leave:

- Maternity and paternity leave are provided to employees to care for and bond with a new child. The duration and eligibility criteria comply with applicable laws.

d. Public Holidays:

- Employees are entitled to take leave on recognized public holidays.

**2. Leave Entitlement:**

a. Annual Leave:

- Employees accrue annual leave on a [insert accrual basis, e.g., monthly] basis. The accrual rate is [insert rate] days per month.

b. Sick Leave:

- Sick leave is provided on an annual basis. The total entitlement is [insert number] days per year.

c. Maternity/Paternity Leave:

- Maternity and paternity leave duration and eligibility adhere to local laws. [Include details of eligibility, duration, and documentation requirements.]

**3. Requesting Leave:**

a. Employees must submit leave requests through [insert leave management system or process].

b. Requests should be submitted [insert time frame, e.g., at least [insert number] days in advance].

c. Provide necessary details in the leave request, including the type of leave, dates, and any supporting documentation.

**4. Leave Approval:**

a. Supervisors/Managers are responsible for reviewing and approving leave requests.

b. Approval is subject to business needs, workload, and ensuring adequate staffing levels.

**5. Leave Without Pay:**

a. Employees may request leave without pay for extended periods, subject to approval.

b. LWOP should be requested in advance and is subject to business considerations.

**6. Return to Work:**

a. Employees must inform their supervisor of their return date and time.

b. Provide any necessary documentation for extended leave.

**7. Recordkeeping:**

a. Maintain accurate records of leave balances, usage, and approvals.

b. Regularly communicate leave balances to employees.

**8. Abuse of Leave:**

a. Any abuse of the leave policy may result in disciplinary action.

**9. Review and Amendments:**

a. The organization reserves the right to review and amend this leave policy as needed.

**10. Contact Information:**

a. [Insert HR contact information for leave-related queries.]