

# AIDigital Leave Policy

Effective Date: [Insert Date]

## 1. Introduction

AIDigital values the well-being and work-life balance of its employees and recognizes the importance of providing comprehensive leave benefits. This leave policy outlines the types of leave available to employees, the process for requesting leave, and other relevant guidelines.

## 2. Types of Leave

### 2.1. Annual Leave (Vacation)

- All full-time employees are entitled to annual leave, which accrues at a rate of [Insert Accrual Rate: e.g., hours per pay period or days per month].
- Annual leave requests must be submitted in advance through the company's leave management system.
- Supervisors or managers are responsible for approving annual leave requests based on operational needs and staffing requirements.

### 2.2. Sick Leave

- AIDigital provides paid sick leave to employees for personal illness, injury, or medical appointments.
- Sick leave accrues at a rate of [Insert Accrual Rate: e.g., hours per month] and is subject to a maximum accrual limit of [Insert Maximum Accrual Days].
- Employees must notify their supervisor or manager as soon as possible when taking sick leave and provide appropriate documentation if required.

### 2.3. Family and Medical Leave

- AIDigital complies with all applicable federal, state, and local regulations regarding family and medical leave, including the Family and Medical Leave Act (FMLA).
- Eligible employees may take unpaid leave for qualifying reasons, such as the birth or adoption of a child, caring for a family member with a serious health condition, or their own serious health condition.
- Employees requesting family and medical leave must provide advance notice and may be required to provide documentation to support their request.

### 2.4. Bereavement Leave

- AIDigital provides paid bereavement leave to employees in the event of the death of an immediate family member, including spouse, child, parent, or sibling.
- Bereavement leave may be granted for up to [Insert Number of Days] consecutive days, with additional leave granted at the discretion of management.

## **2.5. Other Leave**

- AIDigital may offer additional types of leave, such as jury duty leave, military leave, or personal leave, as applicable and in accordance with company policy and legal requirements.

## **3. Leave Request and Approval Process**

- Employees must submit leave requests through the company's leave management system or to their supervisor or manager.
- Supervisors or managers are responsible for reviewing and approving leave requests in a timely manner, considering operational needs and staffing requirements.
- In cases of conflicting leave requests, priority will be given based on factors such as seniority, job responsibilities, and the timing of the request.

## **4. Attendance and Punctuality**

- Employees are expected to maintain regular attendance and punctuality in accordance with their scheduled work hours.
- Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination of employment.

## **5. Leave Recordkeeping and Reporting**

- AIDigital will maintain accurate records of employees' leave balances, accruals, and usage.
- Employees may request a copy of their leave balances from the HR department at any time.
- Supervisors or managers are responsible for reporting any leave taken by their direct reports in a timely manner.

## **6. Policy Compliance and Review**

- All employees are expected to familiarize themselves with and adhere to this leave policy.
- AIDigital reserves the right to modify or update this policy as needed, with appropriate notice to employees.
- Any questions or concerns regarding this leave policy should be directed to the HR department.

## **7. Acknowledgment**

I acknowledge that I have received, read, and understand AIDigital's leave policy. I agree to comply with the provisions outlined herein.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_