

Company HR Policy: Time-Off and Leave Management

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1. Introduction

This document outlines [Company Name]'s policies and procedures regarding time-off and leave management. It applies to all full-time, part-time, and contract employees unless otherwise specified. We recognize that time off from work is essential for employee well-being, work-life balance, and sustained productivity. A transparent and fair leave policy ensures that all employees have equal access to their entitlements and understand the expectations surrounding leave management.

2. Purpose

The purpose of this policy is to define types of time-off, eligibility criteria, procedures for requesting leave, and employee responsibilities. It also establishes clear guidelines to support our core values of respect, equity, and accountability while meeting business continuity requirements.

3. Types of Leave

3.1 Paid Time Off (PTO)

Paid Time Off combines vacation and personal time into a single leave bank. Employees accrue PTO throughout the year based on their tenure and employment classification.

- **Accrual Schedule:**
 - 0–1 year: 18 days/year (1.5 days/month)
 - 1–5 years: 22 days/year
 - 5+ years: 26 days/year
- **Carryover Policy:**
 - Up to 10 unused PTO days can be carried over to the following calendar year.
 - Unused days beyond the limit are forfeited unless otherwise mandated by law.
- **Blackout Periods:**
 - PTO may be restricted during peak operational periods, e.g., end-of-quarter reporting.

3.2 Sick Leave

Sick leave is provided to support employees during periods of illness or to care for unwell family members.

- **Annual Allotment:** 10 days
- **Usage Conditions:**
 - May be used for physical or mental health, medical appointments, or recovery.
 - Requires a medical certificate if absence exceeds 3 consecutive workdays.
- **Family Care:**
 - Up to 5 days/year can be used to care for an immediate family member.

3.3 Public Holidays

All employees are entitled to paid time off on recognized national holidays.

- **Observed Holidays:**

- New Year's Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, etc.

- **Floating Holidays:**

- Employees may choose up to 2 floating holidays per year based on cultural or religious preferences.

3.4 Maternity/Paternity Leave

This leave supports new parents during the early stages of parenthood.

- **Maternity Leave:**

- 16 weeks of paid leave.
- Optional extension of 8 weeks unpaid.
- Benefits coverage continues throughout leave.

- **Paternity Leave:**

- 2 weeks of paid leave.
- Option to take 2 weeks of unpaid leave consecutively or at a later time.

- **Adoption/Surrogacy:**

- Treated the same as maternity/paternity leave.

3.5 Bereavement Leave

Employees experiencing a loss are entitled to compassionate leave.

- **Duration:**

- 5 days for immediate family (parent, spouse, child, sibling).
- 1–2 days for extended relatives or close friends.

- **Extensions:**
 - May request additional unpaid leave or use PTO.

3.6 Unpaid Leave of Absence

Unpaid leave may be requested for extended personal, educational, or professional reasons.

- **Eligibility:** After 6 months of employment.
- **Maximum Duration:** 90 days (calendar).
- **Approval:**
 - Subject to management discretion and business need.
 - Leave must not interfere with critical operations.

3.7 Jury Duty

Employees summoned for jury service are granted paid leave.

- **Conditions:**
 - Full pay continues during active jury service.
 - Documentation from the court is required.
 - Employees must notify HR immediately upon receiving a summons.

3.8 Study/Education Leave

Supports continued learning and development.

- **Eligibility:**
 - Completion of 1 year of service.
- **Duration:**
 - Up to 10 paid days/year.
- **Conditions:**

- Study must be relevant to role or career development.
- Supporting documentation required (e.g., course acceptance).

3.9 Sabbatical Leave

Sabbatical leave allows employees to take an extended break for renewal, research, or travel.

- **Eligibility:**
 - 5 years of continuous full-time service.
- **Duration:**
 - 1 month unpaid or partially subsidized.
- **Return Conditions:**
 - Employees must confirm intent to return 30 days before end of sabbatical.

3.10 Compassionate Leave

For serious personal or family matters not covered by other leave types.

- **Duration:**
 - Up to 3 days, with manager discretion to extend.

3.11 Military Leave

Complies with local and national laws.

- **Conditions:**
 - Reinstatement rights protected.
 - Continuation of benefits as per statutory regulations.

4. Leave Eligibility and Accrual

4.1 Start of Accrual

- Leave accrual begins on the employee's first day.
- Part-time employees accrue proportionally.

4.2 Accrual Cap

- PTO accrual is capped at 1.25x annual allotment.

4.3 Probationary Period

- Employees within their probation period may be restricted from taking extended leave.

4.4 Tracking Balances

- Balances are viewable via the HR portal.
- Employees must review balances prior to submitting a request.

5. Leave Request Process

5.1 Submission Method

- All leave must be requested via the official HR portal or through the Copilot Agent interface.
- Required information: leave type, start/end dates, reason (if applicable).

5.2 Notice Periods

- PTO: ≥ 7 business days
- Sick Leave: ASAP
- Extended Leave: ≥ 30 calendar days

5.3 Approval Workflow

- Manager review and response within 3 business days.
- HR involvement for special leave types.

5.4 Conflict Resolution

- If two employees from the same team request overlapping leave, priority is given based on:
 - Order of request
 - Critical business needs
 - Previous leave history

5.5 Leave Modifications

- Changes can be made up to 1 day before leave starts.
- Cancellation of approved leave must be documented.

5.6 Emergency Leave

- In emergencies, verbal notice to manager is acceptable.
- Employee must formalize request via portal within 48 hours.

6. Documentation and Records

- Employees are required to submit supporting documents when necessary.
- HR will maintain records for a minimum of 7 years.
- Medical and legal documents are stored securely and confidentially.

7. Responsibilities and Conduct

7.1 Employees

- Review and understand leave policy.
- Communicate absence plans to managers.
- Submit documentation promptly.

7.2 Managers

- Approve or decline requests in a timely and fair manner.
- Coordinate with HR for non-standard requests.
- Track team leave calendar to maintain coverage.

7.3 Human Resources

- Maintain and update policy.
- Handle escalations and exceptions.
- Monitor company-wide trends and compliance.

8. Violations and Enforcement

- Misuse of leave policy may result in:
 - Written warning
 - Leave suspension
 - Disciplinary action
- No-call/no-show absences will be reported and may impact employment status.

9. Special Considerations

- During global events (e.g., pandemics), policies may be temporarily revised.
- For employees in different regions, local regulations take precedence.

10. Appendices

A. Sample Leave Request Form

B. FAQ: Leave Balances and Carryover

C. Flowchart: Leave Request Approval Process

D. Region-specific Public Holiday List

E. Contact List for HR Representatives

11. Review and Revision Policy

- Reviewed annually by HR Policy Committee.
- Employees will be notified of changes via email.
- Policy updates are published on the HR portal.

Contact: hr@sample.com | Last Updated: 2025-06-06

Appendix A: Sample Leave Request Form

Employee Name: _____

Employee ID: _____

Department: _____

Leave Type: _____

Start Date: _____ **End Date:** _____

Reason (if applicable): _____

Manager Approval: _____

HR Approval (if needed): _____

Appendix B: FAQ — Leave Balances and Carryover

- **Q:** How do I check my current PTO balance? **A:** Login to the HR portal and navigate to "My Leave Balances".
- **Q:** What happens to my unused leave at year-end? **A:** Up to 10 PTO days can be carried over. Any additional unused days are forfeited unless otherwise mandated.
- **Q:** Can I donate my unused leave? **A:** Yes, up to 3 PTO days can be donated annually to the Leave Donation Bank.

Appendix C: Leave Request Approval Flowchart

1. Employee submits request via HR portal →
2. Immediate Manager reviews and approves/declines →
3. HR reviews (for extended/special leave) →
4. System updates calendar and balances →
5. Notification sent to employee and manager

Appendix D: Region-Specific Public Holidays

Country	National Holidays
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United States	New Year's Day, Independence Day, etc.
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Germany	Labour Day, German Unity Day, etc.
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India	Republic Day, Diwali, etc.
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United Kingdom	Easter Monday, Boxing Day, etc.
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Note: Local office holidays are determined annually and communicated via email.

Appendix E: Contact List for HR Representatives

Region	HR Contact Name	Email
North America	Linda Thompson	linda.thompson@sample.com
Europe	Thomas Müller	thomas.mueller@sample.com
Asia-Pacific	Priya Desai	priya.desai@sample.com
Global	HR Shared Services	hr@sample.com