

=====

ACME CORPORATION  
EMPLOYEE LEAVE POLICY HANDBOOK  
2024 Edition

=====

Document Version: 3.2  
Effective Date: January 1, 2024  
Last Updated: January 1, 2024  
Department: Human Resources  
Policy Owner: Chief Human Resources Officer

=====

TABLE OF CONTENTS

=====

1. Introduction
2. Vacation Leave Policy
3. Sick Leave Policy
4. Maternity Leave Policy
5. Paternity Leave Policy
6. Parental Leave Policy
7. Bereavement Leave Policy
8. Personal Leave Policy
9. Unpaid Leave Policy
10. Leave Application Process
11. Contact Information

=====

PAGE 1 - INTRODUCTION

=====

1. INTRODUCTION

Purpose:

This Employee Leave Policy Handbook outlines the various types of leave available to all full-time and part-time employees of ACME Corporation. This policy is designed to promote work-life balance while maintaining operational efficiency.

Scope:

This policy applies to all permanent employees who have completed their probationary period of 90 days. Temporary and contract employees should refer to their specific employment agreements.

Policy Review:

This policy is reviewed annually by the Human Resources Department in consultation with senior management. Employees will be notified of any changes via email and company intranet.

Questions:

For questions regarding this policy, please contact the Human Resources Department at [hr@acmecorp.com](mailto:hr@acmecorp.com) or extension 5500.

=====

PAGE 2 - VACATION LEAVE POLICY

=====

2. VACATION LEAVE POLICY

2.1 Eligibility:

All full-time permanent employees are eligible for vacation leave after completing 90 days of continuous employment.

2.2 Vacation Allowance:

| Years of Service | Annual Vacation Days |
|------------------|----------------------|
| - 0-2 years      | 15 days              |
| - 3-5 years      | 20 days              |
| - 6-10 years     | 25 days              |
| - 11+ years      | 30 days              |

Part-time employees receive pro-rated vacation days based on hours worked.

#### 2.3 Accrual:

Vacation days accrue monthly at a rate of 1/12th of the annual entitlement. Unused vacation days can be carried forward to the next calendar year, up to a maximum of 10 days.

#### 2.4 Scheduling:

- Vacation requests must be submitted at least 2 weeks in advance
- Manager approval is required
- Peak business periods may have blackout dates
- Maximum consecutive vacation: 15 business days without special approval

#### 2.5 Payment:

Vacation days are paid at the employee's regular rate of pay. Upon termination, unused vacation days will be paid out with final salary.

=====

PAGE 3 - SICK LEAVE POLICY

=====

### 3. SICK LEAVE POLICY

#### 3.1 Purpose:

Sick leave is provided to allow employees to recover from illness or injury without loss of income.

#### 3.2 Sick Leave Allowance:

- All full-time employees: 12 days per year
- Part-time employees: Pro-rated based on hours worked
- Sick leave accrues monthly at 1 day per month

#### 3.3 Usage:

Sick leave can be used for:

- Personal illness or injury
- Medical/dental appointments
- Care for immediate family members (spouse, children, parents)
- Mental health days

#### 3.4 Notification Process:

- Notify your direct supervisor before your scheduled start time
- For absences longer than 3 consecutive days, a medical certificate is required
- Email hr@acmecorp.com with details of your absence

#### 3.5 Unused Sick Leave:

- Unused sick leave can be carried forward
- Maximum accumulation: 60 days
- No payout upon termination

#### 3.6 Extended Illness:

For illnesses exceeding 15 consecutive working days, employees should consult HR about Short-Term Disability benefits.

=====

PAGE 4 - MATERNITY LEAVE POLICY

=====

### 4. MATERNITY LEAVE POLICY

#### 4.1 Eligibility:

Female employees who have completed 6 months of continuous service are eligible for maternity leave.

#### 4.2 Leave Duration:

- Total maternity leave: 16 weeks (112 days)
- Can be taken up to 4 weeks before expected delivery date
- Minimum 12 weeks must be taken after delivery

#### 4.3 Paid Leave:

- First 12 weeks: 100% of base salary
- Weeks 13-16: 50% of base salary
- Benefits continue during entire leave period

#### 4.4 Application Process:

1. Notify HR and your manager at least 8 weeks before expected delivery
2. Submit completed Maternity Leave Application Form
3. Provide medical certificate confirming expected delivery date
4. Discuss transition plan with manager

#### 4.5 Return to Work:

- Employees are guaranteed return to same or equivalent position
- Flexible return-to-work arrangements can be discussed
- Breastfeeding accommodations available upon request

#### 4.6 Medical Complications:

Additional leave may be granted with medical documentation. Contact HR immediately if complications arise.

=====

PAGE 5 - PATERNITY LEAVE POLICY

=====

### 5. PATERNITY LEAVE POLICY

#### 5.1 Eligibility:

Male employees who have completed 6 months of continuous service are eligible for paternity leave upon the birth or adoption of a child.

#### 5.2 Leave Duration:

- Total paternity leave: 4 weeks (20 working days)
- Must be taken within 8 weeks of birth/adoption
- Can be taken consecutively or split into two periods

#### 5.3 Paid Leave:

- All 4 weeks paid at 100% of base salary
- Benefits continue during leave period

#### 5.4 Application Process:

1. Notify HR and manager at least 4 weeks in advance
2. Submit Paternity Leave Application Form
3. Provide birth certificate or adoption papers within 30 days

#### 5.5 Adoption:

Same entitlements apply for adoptive fathers. Adoption certificate required.

=====

PAGE 6 - PARENTAL LEAVE POLICY

=====

### 6. PARENTAL LEAVE POLICY

#### 6.1 Purpose:

Additional unpaid parental leave is available to either parent for child bonding and care.

#### 6.2 Eligibility:

Employees with 12 months of continuous service.

6.3 Leave Duration:

- Up to 26 weeks of unpaid leave
- Must be taken within first year of child's birth/adoption
- Can be taken after maternity/paternity leave

6.4 Benefits During Leave:

- Health insurance continues (employee pays premiums)
- No salary during this period
- Job protection guaranteed

6.5 Application:

Submit request at least 8 weeks before intended start date.

=====

PAGE 7 - BEREAVEMENT LEAVE POLICY

=====

7. BEREAVEMENT LEAVE POLICY

7.1 Purpose:

Bereavement leave provides time to grieve and attend funeral services following the death of a family member.

7.2 Leave Entitlement:

Immediate Family (spouse, children, parents, siblings):

- 5 working days of paid leave
- Additional unpaid leave available upon request

Extended Family (grandparents, in-laws, aunts, uncles):

- 3 working days of paid leave

7.3 Documentation:

Death certificate or funeral notice may be requested.

7.4 Travel Time:

Additional unpaid leave may be granted for travel to distant locations.

7.5 Application:

Notify your manager and HR as soon as possible. Formal application can be submitted upon return to work.

=====

PAGE 8 - PERSONAL AND UNPAID LEAVE

=====

8. PERSONAL LEAVE POLICY

8.1 Personal Days:

All employees receive 3 personal days per year for:

- Religious observances
- Personal matters requiring immediate attention
- Family emergencies
- Moving house

8.2 Usage:

Personal days must be approved by manager. Cannot be carried forward.

9. UNPAID LEAVE POLICY

9.1 Eligibility:

Employees may request unpaid leave after exhausting paid leave options.

9.2 Duration:

Up to 30 days per year with manager and HR approval.

#### 9.3 During Unpaid Leave:

- No salary or benefits accrual
- Health insurance may continue at employee's expense
- Position not guaranteed beyond 30 days

=====

### PAGE 9 - LEAVE APPLICATION PROCESS

=====

## 10. LEAVE APPLICATION PROCESS

### 10.1 Standard Process:

#### Step 1: Check Leave Balance

- Log into HRMS portal at [hrms.acmecorp.com](http://hrms.acmecorp.com)
- View current leave balances

#### Step 2: Submit Request

- Complete online leave request form
- For paper form, download from intranet
- Submit at least required notice period in advance

#### Step 3: Manager Approval

- Manager reviews request within 3 business days
- Approval/denial notification sent via email

#### Step 4: HR Documentation

- HR records approved leave in system
- Leave balance updated automatically

### 10.2 Emergency Leave:

For emergencies, notify manager immediately by phone. Complete formal application within 48 hours of return.

### 10.3 Required Documents:

| Leave Type             | Required Documents                     |
|------------------------|--|
| - Sick Leave (>3 days) | Medical certificate                    |
| - Maternity Leave      | Medical certificate, birth certificate |
| - Paternity Leave      | Birth/adoption certificate             |
| - Bereavement Leave    | Death certificate/funeral notice       |

### 10.4 Denied Requests:

If request is denied, discuss alternative dates with manager. Escalate to HR if no resolution reached.

=====

### PAGE 10 - CONTACT INFORMATION

=====

## 11. CONTACT INFORMATION

#### Human Resources Department:

- Email: [hr@acmecorp.com](mailto:hr@acmecorp.com)
- Phone: +1 (555) 123-5500
- Office Hours: Monday-Friday, 9:00 AM - 5:00 PM

#### Leave Management Team:

- Email: [leaves@acmecorp.com](mailto:leaves@acmecorp.com)
- Phone: Extension 5505

#### HR Business Partners:

- Engineering Department: Sarah Johnson (ext. 5510)
- Sales & Marketing: Michael Chen (ext. 5511)

- Operations: Maria Garcia (ext. 5512)
- Corporate Services: David Smith (ext. 5513)

Online Resources:

- HRMS Portal: <https://hrms.acmecorp.com>
- Company Intranet: <https://intranet.acmecorp.com>
- Leave Policy FAQ: <https://intranet.acmecorp.com/hr/leave-faq>

Mailing Address:

ACME Corporation  
Human Resources Department  
123 Business Park Drive  
Suite 400  
Springfield, ST 12345

Emergency Contact:

For urgent matters outside business hours, contact the HR emergency line at  
+1 (555) 123-9999.

=====

ACKNOWLEDGMENT

=====

This policy supersedes all previous leave policies. All employees are expected to read and understand this policy. Questions should be directed to the Human Resources Department.

ACME Corporation reserves the right to modify this policy at any time with appropriate notice to employees.

© 2024 ACME Corporation. All rights reserved.  
Confidential - For Internal Use Only

=====

END OF DOCUMENT

=====