pAI

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Policy Title: Leave of Absence Policy (Vacation, Sick, Parental, Bereavement)

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Table of Contents

1. Purpose
2. Scope
3. Definitions
4. Policy Statement
5. Procedures / Guidelines
6. Responsibilities
7. Compliance & Consequences
8. Review & Revision History
9. Purpose

This policy outlines pAI’s provisions for various types of paid and unpaid leaves of absence, including Vacation, Sick, Parental, and Bereavement Leave. Its purpose is to ensure fair and consistent administration of leave benefits, support employee well-being, and comply with all applicable labor laws and regulations.

1. Scope

This policy applies to all eligible pAI employees (full-time and part-time permanent employees) globally. Eligibility for specific leave types and the duration of leave may vary based on local legal requirements, length of service, and employee classification.

1. Definitions

| **Term** | **Definition** |
| --- | --- |
| **Accrual** | The process by which employees earn leave time (e.g., vacation, sick leave) based on their length of service or hours worked. |
| **Bereavement Leave** | Paid time off granted to an employee due to the death of an immediate family member or close relative. |
| **Eligibility** | The criteria an employee must meet (e.g., length of service, employment status) to qualify for a specific type of leave. |
| **Leave of Absence (LOA)** | An authorized period of time during which an employee is absent from work. LOAs can be paid or unpaid. |
| **Parental Leave** | Paid or unpaid time off for employees to care for a newborn, newly adopted child, or foster child. This may include maternity, paternity, or adoption leave. |
| **Sick Leave** | Paid time off for an employee’s own illness, injury, or medical appointment, or to care for an ill family member, as permitted by law and policy. |
| **Vacation Leave** | Paid time off for rest, recreation, and personal pursuits, accrued over time by eligible employees. |
| **Undue Hardship** | A significant difficulty or expense incurred by pAI in providing a reasonable accommodation or granting a specific leave request. |

1. Policy Statement

4.1 pAI shall provide various types of leave to eligible employees in accordance with applicable laws and the terms outlined in this policy.

4.2 Employees shall follow the prescribed procedures for requesting and obtaining approval for all leaves of absence.

4.3 All leave requests shall be managed consistently and fairly, balancing employee needs with operational requirements.

4.4 Abuse of leave policies, including misrepresentation of reasons for leave or unauthorized absences, will result in disciplinary action.

1. Procedures / Guidelines

5.1 General Leave Principles

5.1.1 Accrual and Balances: Vacation and Sick Leave typically accrue based on length of service and hours worked. Employees can view their accrued leave balances through the HR system.

5.1.2 Request Process: All leave requests must be submitted through the designated HR system (or to the immediate supervisor for urgent unplanned leave) and require management approval.

5.1.3 Documentation: pAI reserves the right to request appropriate documentation (e.g., medical certificates, death certificates) to support leave requests, especially for extended or sensitive leaves.

5.1.4 Return to Work: Employees returning from a leave of absence are generally expected to return to their original position or a comparable one, in accordance with applicable laws.

5.2 Types of Leave

5.2.1 Vacation Leave:

\* Purpose: To provide employees with paid time off for rest and personal activities.

\* Eligibility: All permanent full-time and part-time employees.

\* Accrual: Accrual rates vary by length of service and local regulations.

\* Request: Employees must submit vacation requests at least two (2) weeks in advance for periods of one week or more, and at least one (1) week for shorter periods. Requests are subject to manager approval based on business needs.

\* Carryover: Limits on vacation carryover to the next year may apply as per local guidelines.

5.2.2 Sick Leave:

\* Purpose: To provide paid time off for an employee’s own illness or injury, or for the care of an immediate family member as defined by local law.

\* Eligibility: All permanent full-time and part-time employees.

\* Accrual: Accrual rates vary by length of service and local regulations.

\* Notification: For unplanned sick leave, employees must notify their manager as per the Working Hours & Attendance Policy (See Policy HR-07, Section 5.4.2).

\* Documentation: Medical certificates may be required for absences exceeding three (3) consecutive days.

5.2.3 Parental Leave (Maternity, Paternity, Adoption):

\* Purpose: To support employees in fulfilling parental responsibilities related to the birth, adoption, or foster care placement of a child.

\* Eligibility: Employees who meet specific length-of-service requirements as per local law (e.g., 12 months of service).

\* Duration & Pay: Duration and whether leave is paid or unpaid will comply with applicable local laws (e.g., FMLA in the US, statutory maternity/paternity leave in other regions).

\* Request: Employees must provide advance notice as required by law (e.g., 30 days) and submit relevant documentation (e.g., medical certificate of pregnancy, adoption papers).

\* Coordination: Parental leave may run concurrently with any statutory leave entitlements.

5.2.4 Bereavement Leave:

\* Purpose: To provide paid time off to employees to mourn the death of an immediate family member and attend funeral arrangements.

\* Eligibility: All permanent full-time and part-time employees.

\* Duration: Typically up to three (3) to five (5) paid days for immediate family members (spouse, child, parent, sibling). Shorter periods may apply for extended family members (e.g., grandparent, in-law).

\* Request: Employees should notify their manager as soon as possible. Documentation (e.g., obituary, death certificate) may be requested.

Table 1 – Summary of Key Leave Types

| **Leave Type** | **Purpose** | **Eligibility (General)** | **Notice Requirement (General)** | **Documentation (May be required)** |
| --- | --- | --- | --- | --- |
| **Vacation** | Rest, personal pursuits | Permanent FT/PT employees | 1-2 weeks in advance | N/A |
| **Sick Leave** | Employee/Family illness | Permanent FT/PT employees | As per HR-07 (urgent notification) | Medical Certificate (3+ days) |
| **Parental** | Childbirth, adoption, foster care | Eligible employees (service-based) | As per local law (e.g., 30 days) | Medical/Legal documentation |
| **Bereavement** | Death of immediate/close family member | Permanent FT/PT employees | As soon as possible | Obituary/Death Certificate |

5.3 Other Leaves (Unpaid)

5.3.1 pAI may grant other unpaid leaves of absence in accordance with applicable laws (e.g., jury duty, military leave) or at the company’s discretion for personal reasons, provided they do not cause undue hardship to the business. Such requests must be submitted in writing to HR and require senior management approval.

1. Responsibilities

| **Role** | **Obligation** |
| --- | --- |
| **Employees** | Understand and comply with this policy. Submit leave requests in a timely manner with required documentation. Notify managers promptly of unplanned absences. Avoid abuse of leave benefits. |
| **Managers / Supervisors** | Review and approve/deny leave requests based on policy and business needs. Ensure fair and consistent application of the policy. Monitor team members' leave balances and attendance. |
| **Human Resources** | Administer all leave programs. Provide guidance on policy interpretation and compliance with local laws. Maintain accurate leave records. Process leave-related payroll adjustments. |

1. Compliance & Consequences

7.1 Adherence to this Leave of Absence Policy is mandatory for all employees.

7.2 Unauthorized absence from work, failure to follow proper notification procedures, or misrepresentation of reasons for leave will result in disciplinary action, which may include verbal warnings, written warnings, suspension, and ultimately, termination of employment.

7.3 Abuse of leave benefits (e.g., taking sick leave for non-illness reasons, excessive absenteeism) will be investigated and may lead to disciplinary action.

7.4 pAI reserves the right to deny leave requests if they do not meet policy criteria or would cause undue hardship to business operations, provided such denial is consistent with applicable laws.

1. Review & Revision History

| **Version** | **Date** | **Description** | **Author** |
| --- | --- | --- | --- |
| 1.0 | 2025-07-01 | Initial release | HR Director |