

# HR Leave and Absence Policy

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## 1. Overview

This policy outlines paid time off (PTO), sick leave, and leave of absence processes.

## 2. PTO

- Standard PTO accrues monthly and must be requested in the HR system.
- Managers may deny PTO for critical coverage periods with reasonable notice.
- Unused PTO may be subject to local law; consult People Ops.

## 3. Sick Leave

Sick leave is available when you are unwell or caring for a dependent. Notify your manager as soon as possible.

## 4. Extended Leave

For extended leave, provide documentation where legally permitted and coordinate with People Ops.

## 5. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.