

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.