# Leave Policy

This document outlines the leave policy for the organization. Please customize this section with spe

Types of Leave:
- Annual Leave
- Sick Leave
- Maternity/Paternity Leave
- Casual Leave
- Unpaid Leave

Leave Application Procedure:
- Submit leave request via HR portal or email
- Approval required from reporting manager
- Notify team in advance for planned leaves

Note: All leave requests are subject to company approval and must comply with organizational poli