

Leave of Absence Policy

Effective Date: September 20, 2025
Approved By: Jane Smith, HR Director
Applies To: All Employees of **Acme Corporation**

1. Purpose

The purpose of this policy is to outline the procedures and guidelines for requesting and granting a leave of absence (LOA) from **Acme Corporation**. The company is committed to supporting employees during personal, medical, or family-related needs while ensuring business continuity.

2. Scope

This policy applies to all full-time, part-time, and eligible contract employees of **Acme Corporation**. Leave may be granted for:

- Personal reasons
 - Medical or family care needs
 - Military service
 - Educational purposes
 - Other reasons as approved by management
-

3. Types of Leave

Leave Type	Description	Duration	Eligibility
Medical Leave	For personal illness or injury.	Up to 12 weeks	Full-time employees after 6 months of service
Family Leave	To care for a spouse, child, or parent.	Up to 12 weeks	Full-time employees after 6 months of service
Personal Leave	For non-medical personal reasons.	Up to 4 weeks	All employees at manager discretion

Leave Type	Description	Duration	Eligibility
Military Leave	Leave for active military duty.	As required by law	All employees

4. Requesting a Leave of Absence

1. Employees must submit a written request to their manager and HR at least **30 days in advance** whenever possible.
 2. Requests should include:
 - Reason for leave
 - Expected start and end dates
 - Supporting documentation (if applicable, e.g., medical certificate)
 3. HR will review the request and notify the employee of approval, denial, or modification.
-

5. Benefits During Leave

- Employee benefits (health, retirement, etc.) will continue as per company policy and applicable laws.
 - Employees may be required to continue contributions during unpaid leave.
-

6. Job Protection

- Upon return from an approved leave, employees will be reinstated to their previous position or an equivalent one with the same pay and benefits.
 - Job protection applies as required by federal, state, and local laws.
-

7. Return from Leave

- Employees must provide at least **7 days' notice** of their intent to return.

- HR may require a fitness-for-duty or return-to-work certification depending on the type of leave.
-

8. Non-Compliance

- Unauthorized or unapproved absences may result in disciplinary action, up to and including termination.
-

9. Policy Review

This policy will be reviewed annually and updated as needed to ensure compliance with federal and state regulations.