Leave of Absence Policy Guide – Vmobile HR

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# Version History

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| **Version** | **Date** | **Author** | **Change Description** |
| 1 | 8/3/20250 | HR Policy Team | Initial release of the Vmobile Leave of Absence Policy Guide, detailing purpose, scope, definitions, leave types, eligibility criteria, request & approval workflows, leave entitlement tables, and return-to-work requirements. |

# Purpose & Scope

This policy outlines the official guidelines for employee leaves of absence at Vmobile, ensuring consistency, clarity, and fairness for all US-based staff. The provisions described herein apply to regular full-time and part-time employees across all departments and locations within the United States. Vmobile is committed to supporting employees’ well-being and operational continuity by providing clear procedures and expectations regarding all types of leave.

All employees are required to familiarize themselves with this policy and adhere to the procedures described. Supervisors and HR representatives must ensure strict compliance and provide guidance to staff as needed. The scope of this policy does not extend to contractors, temporary workers, or international employees, unless specifically stated otherwise in their employment agreements.

## Objectives

* To establish uniform standards for requesting, approving, and tracking leaves of absence.
* To clarify employee eligibility for various leave categories.
* To ensure compliance with federal, state, and local regulations governing employee leave.
* To maintain operational effectiveness and minimize disruptions due to employee absences.

## Applicability

This policy applies to:

* All regular full-time employees (scheduled to work at least 30 hours per week).
* All regular part-time employees (scheduled to work less than 30 hours per week).
* All departments, including but not limited to IT, HR, Sales, Customer Support, Marketing, Operations, and Engineering.

Employees classified as contractors, interns, or temporary staff are not covered under this policy unless otherwise specified in their contract or offer letter.

## Policy Administration

Vmobile’s Human Resources department is responsible for the administration, interpretation, and enforcement of this policy. All questions regarding leave procedures must be directed to HR via the official helpdesk portal or by emailing hr@vmobile.com.

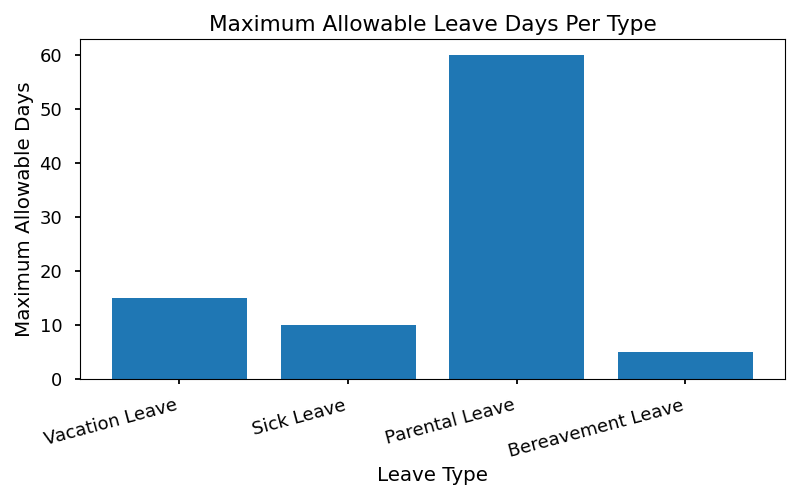
# Leave Types

Vmobile is committed to supporting the well-being and personal needs of our employees. To ensure a balanced work-life environment, Vmobile offers the following types of leave, each with specific eligibility criteria, application procedures, and maximum allowable days. All leave requests must be submitted through the Vmobile HR Portal and are subject to approval by the employee’s direct supervisor and HR.

## Overview of Leave Types

Vmobile provides the following leave types to all eligible employees:

* **Vacation Leave** – up to 15 days per year
* **Sick Leave** – up to 10 days per year
* **Parental Leave** – up to 12 weeks per event
* **Bereavement Leave** – up to 5 days per event



## Detailed Leave Policies

### Vacation Leave

* **Eligibility:** All full-time employees who have completed at least 6 months of continuous service.
* **Maximum Allowance:** Up to 15 days per calendar year.
* **Application Process:** Requests must be submitted at least 2 weeks in advance using the Vmobile HR Portal. Approval is contingent on team workload and staffing needs.
* **Carryover Policy:** Unused vacation days may be carried over to the next year, up to a maximum of 5 days. Any additional unused days will be forfeited.
* **Documentation:** Not required unless leave exceeds 5 consecutive days.

### Sick Leave

* **Eligibility:** All employees, effective from the first day of employment.
* **Maximum Allowance:** Up to 10 days per calendar year.
* **Application Process:** Notify your supervisor and submit a sick leave request via the HR Portal as soon as possible. For absences exceeding 2 consecutive days, a medical certificate is required.
* **Carryover Policy:** Sick leave cannot be carried over or converted to other leave types.
* **Documentation:** Medical documentation required for absences longer than 2 days.

### Parental Leave

* **Eligibility:** Employees who have been employed for at least 12 months. Applies to both primary and secondary caregivers.
* **Maximum Allowance:** Up to 12 weeks per event (birth, adoption, or foster care placement).
* **Application Process:** Submit a request at least 30 days in advance where possible, via the HR Portal. Supporting documentation (e.g., birth certificate, adoption papers) must be provided.
* **Pay Policy:** Parental leave is paid at 60% of regular salary. Employees may use accrued vacation days to supplement pay.
* **Return to Work:** Employees must notify HR of their intended return date at least 2 weeks in advance.

### Bereavement Leave

* **Eligibility:** All employees, effective from the first day of employment.
* **Maximum Allowance:** Up to 5 days per event (death of immediate family member).
* **Application Process:** Notify your supervisor and submit a bereavement leave request via the HR Portal as soon as possible. Documentation (e.g., funeral program, obituary) may be required.
* **Immediate Family Definition:** Spouse, child, parent, sibling, or grandparent.

## Leave Request and Approval Process

All leave requests must be submitted through the Vmobile HR Portal. Employees are responsible for ensuring requests are complete and accompanied by necessary documentation. Supervisors will review requests within 3 business days. HR will notify employees of approval status via email.

### Leave Records and Compliance

Vmobile maintains a centralized record of all leave balances and usage. Employees can view their leave balances at any time via the HR Portal. Abuse or falsification of leave requests is subject to disciplinary action as outlined in the Vmobile Employee Handbook.

## Contact and Support

For questions regarding leave policies, employees should contact the Vmobile HR Department at hr@vmobile.com or via the internal support ticketing system.

# Eligibility

## Overview

Vmobile is committed to supporting the well-being and personal needs of our employees through a comprehensive leave policy. The following eligibility standards apply to vacation, sick, parental, and bereavement leave. These policies are designed to ensure fair and consistent access to leave benefits, in accordance with Vmobile’s operational requirements and culture.

## Vacation and Sick Leave Eligibility

Vacation and sick leave benefits are available to employees who have completed 90 calendar days of continuous employment with Vmobile. This waiting period ensures that new hires are integrated into our systems and processes before leave accrual begins.

### Requirements

* Employees must have a minimum of 90 days of uninterrupted service.
* Temporary, contract, and intern employees are not eligible for vacation and sick leave unless otherwise specified in their employment agreement.
* Leave accrual rates and balances are tracked through the Vmobile HRIS (Human Resources Information System). Employees may view their current leave balances via the Vmobile Employee Portal.

### Procedures

1. Eligibility is automatically updated in the HRIS upon completion of 90 days.

2. Employees will receive an email notification confirming their eligibility for vacation and sick leave.

3. Supervisors are responsible for verifying eligibility before approving leave requests.

4. Any discrepancies should be reported to HR at hr@vmobile.com.

## Parental Leave Eligibility

Parental leave is extended to employees who have completed at least one year (12 months) of continuous employment with Vmobile. This policy applies equally to all eligible employees, regardless of gender, and covers both birth and adoption.

### Requirements

* Employees must have completed 12 months of uninterrupted service prior to the requested leave start date.
* Parental leave eligibility is verified by the HR department during the leave request process.
* Employees must submit supporting documentation (e.g., birth certificate, adoption papers) as part of their leave application.

### Procedures

1. Submit a parental leave request through the Vmobile Employee Portal at least 30 days in advance when possible.

2. HR will review service records to confirm eligibility.

3. Eligible employees will receive written confirmation of approved leave dates and benefits.

4. Ineligible requests will be returned with a clear explanation of requirements not met.

## Bereavement Leave Eligibility

Bereavement leave is available to all Vmobile employees from the date of hire. We recognize the importance of supporting employees during times of loss, and this policy reflects our commitment to compassionate workplace practices.

### Requirements

* Bereavement leave is available to all full-time, part-time, contract, and intern employees immediately upon hire.
* Employees must notify their supervisor and HR as soon as possible when requesting bereavement leave.
* Leave duration and conditions are outlined in the Vmobile Bereavement Leave Policy, available on the Employee Portal.

### Procedures

1. Notify your direct supervisor and HR via email or the Employee Portal.

2. HR will confirm eligibility and provide instructions regarding documentation, if required.

3. Approved bereavement leave will be reflected in the employee’s HRIS record.

## Leave Eligibility at Vmobile

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| **Leave Type** | **Minimum Service Requirement** | **Eligible Employees** | **Application Process** |
| Vacation | 90 days | Full-time | Employee Portal, Supervisor |
| Sick | 90 days | Full-time | Employee Portal, Supervisor |
| Parental | 1 year | Full-time | Employee Portal, HR review |
| Bereavement | None (upon hire) | All employees | Supervisor/HR notification |

# Request & Approval Workflow

At Vmobile, we maintain a structured and transparent process for requesting and approving employee leave. This workflow is designed to ensure fairness, compliance, and operational continuity. All employees are required to adhere strictly to the following steps when requesting leave of any type, including annual, sick, and special leave.

## Leave Request and Approval Steps

The following numbered steps outline the official Vmobile leave request and approval workflow:

1. **Employee Submits Leave Request via HR Portal**

All leave requests must be initiated by the employee through the Vmobile HR Portal (https://hr.vmobile.com). Employees are required to log in using their Vmobile credentials, navigate to the ‘Leave Management’ section, and complete the online leave request form. The form must include the type of leave, dates requested, and any relevant notes or supporting documentation (e.g., medical certificates for sick leave).

2. **Supervisor Reviews and Verifies Eligibility**

Upon submission, the leave request is automatically routed to the employee’s direct supervisor. The supervisor is responsible for reviewing the request within two business days, verifying the employee’s eligibility for the requested leave type, and assessing operational impact. Supervisors must ensure that adequate coverage is available during the employee’s absence.

3. **HR Confirms Leave Balance and Documentation**

After supervisor review, the HR department will check the employee’s leave balance and validate all required documentation. HR will confirm whether the employee has sufficient leave days accrued and that all supporting documents meet Vmobile’s standards. Incomplete or insufficient documentation will result in the request being returned to the employee for correction.

4. **Supervisor Approves or Denies Request**

The supervisor, in consultation with HR as needed, will make the final decision to approve or deny the leave request. Approval decisions must be based on eligibility, operational needs, and compliance with Vmobile’s leave policies. Denied requests must include a clear reason for denial.

5. **Employee Receives Notification of Decision**

The employee will receive an automated notification via email and the HR Portal indicating the outcome of their leave request. If approved, the notification will specify the dates and type of leave granted. If denied, the notification will outline the reason and any recommended next steps.

## Additional Requirements and Notes

* **Advance Notice:** Employees are required to submit leave requests at least ten (10) business days in advance for planned leave. Emergency or sick leave requests should be submitted as soon as possible.
* **Documentation:** All supporting documents must be uploaded in PDF format through the HR Portal. Hard copies are not accepted.
* **Appeals:** Employees may appeal denied leave requests by submitting an appeal form to HR within five (5) business days of notification.
* **System Access:** Only requests made through the official HR Portal will be processed. Requests via email or other channels will not be considered.

## Roles and Responsibilities

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| --- | --- |
| **Role** | **Responsibility** |
| Employee | Submit complete and accurate leave request. |
| Supervisor | Review eligibility, assess impact, approve/deny. |
| HR | Confirm leave balance, validate documentation. |

# Return-to-Work Requirements

Vmobile is committed to supporting employees during their leave and ensuring a smooth, safe, and compliant transition back to work. All employees returning from any type of leave—medical, parental, or other approved absences—must adhere to the following requirements as part of Vmobile’s official HR and IT policy.

## Return-to-Work Form Submission

All employees must complete the official Vmobile Return-to-Work Form and submit it to the Human Resources department before their first day back. This form is available on the Vmobile HR Portal and must include:

* Employee name and ID
* Type of leave taken
* Dates of absence
* Anticipated return date
* Any special accommodation requests

HR will review the form for completeness and compliance. Incomplete or late submissions may delay your return.

## Medical Clearance Requirements

Employees returning from sick leave, medical leave, or parental leave must provide a medical clearance from a licensed healthcare provider. The clearance must:

* Confirm the employee is fit to resume full or modified duties
* Specify any work restrictions or accommodations needed
* Be dated within seven days prior to the scheduled return

Medical clearance documentation should be submitted directly to HR. The information will be treated confidentially and used solely for return-to-work assessment.

## Supervisor Transition Meeting

Before resuming responsibilities, employees are required to meet with their immediate supervisor. The purpose of this meeting is to:

* Review the employee’s transition plan
* Discuss any changes in team structure, responsibilities, or projects
* Identify required support, training, or accommodations
* Set expectations for the first weeks back

Supervisors will document the meeting and submit a summary to HR for record-keeping.