

Leave Policy

Company Name: [Your Company Name]

Policy Number: HR-002

Effective Date: January 1, 2025

Last Revised: January 1, 2025

Applies To: All Employees

1. Purpose

This policy establishes guidelines for various types of leave available to employees. The company recognizes the need for employees to take time away from work for rest, personal matters, illness, and family responsibilities.

2. Types of Leave

2.1 Annual Leave (Vacation)

Eligibility: All full-time employees

Years of Service	Annual Leave Days
0-2 years	15 days
3-5 years	20 days

6+ years	25 days
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Key Points:

- Annual leave accrues on a monthly basis
- Employees may carry over up to 5 unused days to the following year
- Leave requests should be submitted at least 2 weeks in advance
- Manager approval is required for all leave requests
- Blackout periods may apply during peak business seasons

2.2 Sick Leave

Entitlement: 10 days per year for full-time employees

- Sick leave is for personal illness, injury, or medical appointments
- Employees should notify their supervisor as soon as possible when unable to work
- Medical certification may be required for absences exceeding 3 consecutive days
- Unused sick leave may accumulate up to 30 days
- Sick leave can be used to care for immediate family members

2.3 Personal Leave

Entitlement: 3 days per year

- Personal leave is for urgent personal matters that cannot be scheduled outside work hours
- Advance notice is preferred but not always required
- Personal days do not carry over to the next year

2.4 Parental Leave

Maternity Leave: 12 weeks paid leave

Paternity Leave: 4 weeks paid leave

Adoption Leave: 8 weeks paid leave

- Employees must provide at least 30 days' notice when possible

- Additional unpaid leave may be available under FMLA guidelines
- Benefits continue during paid parental leave

2.5 Bereavement Leave

Entitlement:

- Immediate family (spouse, child, parent, sibling): 5 days paid
- Extended family (grandparent, in-laws, aunt, uncle): 3 days paid
- Additional unpaid time may be granted at management discretion

2.6 Jury Duty and Court Appearances

- Employees summoned for jury duty will receive paid leave
- Employees must provide a copy of the jury summons
- Employees are expected to return to work if dismissed early

2.7 Military Leave

Employees serving in the military reserves or National Guard are entitled to unpaid leave for training and service as required by law. The company complies with all USERRA requirements.

2.8 Unpaid Leave

Unpaid leave may be granted for personal reasons at management's discretion. Requests should be submitted in writing with as much advance notice as possible.

3. Leave Request Process

1. Submit leave request through the HR portal or to your direct supervisor
2. For planned leave, provide at least 2 weeks' notice
3. Await approval before making non-refundable travel arrangements
4. For unplanned absences, notify your supervisor as soon as possible
5. Provide required documentation when requested

4. Leave Abuse

Abuse of leave privileges, including falsifying reasons for leave or taking unauthorized leave, may result in disciplinary action up to and including termination.

5. Benefits During Leave

- Health insurance and other benefits continue during paid leave
- For unpaid leave exceeding 30 days, employees may need to contribute to benefit premiums
- Contact HR for specific benefit continuation details

6. Return from Leave

Employees returning from extended leave (30+ days) should contact HR at least one week before their return date to coordinate their return to work.

7. Part-Time Employees

Part-time employees receive leave benefits on a pro-rated basis according to their scheduled work hours.

Questions? Please contact the Human Resources Department.

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