

# Employee leave of absence policy template

Shraavi Industries

## 1. Brief & Purpose

This policy outlines the guidelines for employees requesting a leave of absence from Shraavi Industries. It is designed to ensure that all employees are aware of their rights and responsibilities when taking a leave, and to provide a framework for managing leaves of absence in a fair and consistent manner.

## 2. Eligibility

The following types of leaves are available to eligible employees:

- Personal or family illness or mental health issues
- Medical appointments
- Vacation
- Statutory or contractual holiday entitlements
- Bereavement leave
- Jury duty
- Pregnancy
- Military service
- Voting
- Personal reasons

Employees are eligible for leaves of absence if they have completed at least one year of service with Shraavi Industries and have worked at least 1,250 hours in the previous 12 months.

## 3. Application Process

A. Employees must submit a leave of absence request form to their supervisor at least 30 days before the start of the leave, unless emergency circumstances prevent this.

The request form must include the following information:

1. Type of leave being requested
2. Start and end dates of the leave
3. Reason for the leave

4. Name and contact information of the employee's supervisor
5. Signature of the employee

B. Supervisors will review the request and determine whether the leave is approved or denied within 10 business days of receiving the request. If additional information is needed, the supervisor may request supporting documentation.

C. If the leave is approved, the supervisor will inform the employee in writing, including details about pay and benefits during the leave period.

## **4. Pay and Benefits**

A. During a leave of absence, employees will receive their regular salary continuation pay, minus any deductions required by law.

B. Employees will also continue to accrue seniority and other benefits during the leave period.

C. The organization reserves the right to modify benefit levels in the event of a prolonged leave.

## **5. Job Security and Reinstatement**

A. Upon return from an approved leave of absence, employees will be reinstated to their previous position or a comparable job with the same pay, benefits, and other terms and conditions of employment.

B. If the employee's position has been filled during their leave, the organization will make reasonable efforts to find a suitable alternative position.

## **6. Return-to-Work Procedures**

A. Before returning to work, employees on medical leave must provide a doctor's note or fitness-for-duty certificate, as applicable.

B. Failure to comply with return-to-work procedures may result in delayed reinstatement or denial of future leaves.

## **7. Policy Enforcement**

This policy supersedes all prior policies and will be reviewed and updated annually or as needed. Any exceptions to this policy must be approved by the [insert appropriate title] of Human Resources.

## 8. Conclusion

By implementing this policy, Shraavi Industries aims to support employees in managing their personal and professional obligations while maintaining a positive work environment. We encourage open communication and cooperation between employees, supervisors, and HR to ensure consistent application of this policy.

*Disclaimer: This [policy template](#) is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor [Workable](#) will assume any legal liability that may arise from the use of this policy.*