Leave Policy

Company

Effective Date

Version

Approved by

1. Purpose

This Leave Policy explains the types of leave available to eligible employees of (“***Company***”), the process for requesting leave, and the responsibilities of employees and managers.

The Company intends this Policy to support employees’ personal, family, medical, and civic obligations while maintaining business continuity. This Policy does not create an employment contract, guarantee continued employment, or reduce any leave rights provided by applicable law.

2. Scope and Eligibility

This Policy applies to of the Company. Eligibility, leave duration, pay, benefit continuation, and documentation requirements may vary by employee classification, length of service, work location, and applicable law.

Where applicable law provides greater rights or protections than this Policy, the Company will follow applicable law. Employees should contact with questions about eligibility or available leave.

3. Types of Leave

The Company may provide the following forms of leave:

Leave Type	Purpose	Paid or Unpaid	Eligibility and Duration
Annual or Vacation Leave	Rest, personal travel, and planned time away from work		

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Sick Leave	Employee illness, injury, preventive care, or medical appointments		
Personal Leave	Urgent personal matters not covered by another leave category		
Family and Medical Leave	Qualifying medical, caregiving, parental, or family-related reasons		Determined under applicable law and Company rules
Parental Leave	Birth, adoption, foster placement, or care of a new child		
Bereavement Leave	Death of a family member or other covered person		
Jury Duty and Witness Leave	Required court service or legally required testimony		For the period required by law or summons
Military Leave	Military service, training, or related obligations		Determined under applicable law
Public or Civic Leave	Voting, public service, or other protected civic obligations		Determined under applicable law and Company rules
Unpaid Leave of Absence	Approved leave not covered by another category		Subject to written approval and applicable law

4. Annual or Vacation Leave

Eligible employees may use annual or vacation leave in accordance with the Company's accrual and approval procedures. Employees should submit requests at least _____ days before foreseeable leave whenever possible.

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Approval depends on available leave balance, operational needs, staffing requirements, and the order in which complete requests are received. The Company may limit the number of employees who may take leave at the same time when necessary for business operations.

Unused annual or vacation leave will be carried over, forfeited, or paid out only as required by applicable law or stated in the Company's written leave rules.

5. Sick Leave

Eligible employees may use sick leave for their own illness, injury, medical treatment, preventive care, or other permitted purposes under applicable law. Sick leave may also be used to care for an eligible family member where required by law or permitted by the Company.

Employees must notify their manager as soon as reasonably possible when they cannot report to work because of illness or injury. The Company may request reasonable supporting documentation for absences of _____ consecutive workdays or as otherwise permitted by law. Medical information will be handled confidentially and maintained separately from personnel records where required.

6. Family, Medical, and Parental Leave

The Company will administer family, medical, and parental leave in accordance with applicable law. Employees may be entitled to protected leave for qualifying medical conditions, caregiving responsibilities, childbirth, adoption, foster placement, military-related needs, or other legally protected reasons.

Employees should give as much advance notice as reasonably possible for foreseeable leave. The Company may request certifications, notices, or other documentation when permitted by law. Any required notices about leave eligibility, designation, benefits, job restoration, or return-to-work obligations will be provided in accordance with applicable law.

For example, in the United States, covered employers may have obligations to provide eligible employees unpaid, job-protected family and medical leave and to continue group health benefits during qualifying leave. State and local laws may provide additional protections.

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7. Bereavement Leave

Eligible employees may take bereavement leave following the death of an immediate family member or another person covered by Company rules or applicable law. Employees should notify their manager or _____ as soon as possible.

The Company may request reasonable documentation when permitted by law. Additional unpaid leave, annual leave, or other available leave may be requested if more time is needed.

8. Jury Duty, Witness Duty, and Civic Obligations

Employees summoned for jury duty, legally required witness duty, or another protected civic obligation must provide a copy of the summons or other supporting notice to _____ as soon as practicable.

Employees must report to work when excused from service if they are scheduled to work and it is reasonable to do so. Pay and benefit treatment for civic leave will follow applicable law and Company rules.

9. Military Leave

The Company will provide military leave and related reemployment protections in accordance with applicable law. Employees should notify the Company promptly after receiving orders or learning of an upcoming military obligation, unless notice is not reasonably possible.

Employees may be asked to provide copies of orders or other reasonable documentation. The Company will not retaliate against an employee for requesting or taking protected military leave.

10. Unpaid Leave of Absence

An employee may request unpaid leave when no paid or legally protected leave applies. Approval is discretionary unless applicable law requires the leave.

A request for unpaid leave must state the reason, requested start date, expected duration, and anticipated return-to-work date. The Company may approve, deny, extend, modify, or end unpaid leave based on the circumstances, business needs, and applicable law.

The Company will confirm approved unpaid leave in writing, including benefit continuation, employee premium obligations, contact expectations, return-to-work requirements, and any effect on accruals or service credit.

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11. Request and Approval Process

Employees must submit leave requests through _____. For foreseeable leave, requests should be made as early as possible. For unexpected leave, employees must notify their manager before the start of their scheduled shift when practicable.

Employees must provide enough information for the Company to assess the request. A manager who receives a leave request must promptly forward it to _____ when the request may involve a medical condition, family leave, disability accommodation, military service, protected civic activity, or another legally protected reason.

Approval of ordinary paid leave does not determine whether an absence qualifies for legal protection. _____ will make that determination when necessary.

12. Documentation and Confidentiality

The Company may request documentation only when reasonable and permitted by applicable law. Documentation may include a medical certification, court summons, military orders, proof of bereavement, or other information necessary to administer leave.

Employees are not required to disclose more medical or personal information than necessary to support the leave request. The Company will keep personal and medical information confidential, limit access to individuals with a business need to know, and store records as required by law.

13. Pay, Benefits, and Leave Balances

Leave will be paid or unpaid according to the applicable leave category, employee eligibility, accrued balances, Company rules, and applicable law.

Employees may be required or permitted to use available paid leave at the same time as unpaid protected leave where allowed by law. During unpaid leave, benefit coverage and employee premium contributions will be handled as required by law and communicated to the employee in writing.

Leave accruals, bonuses, incentive eligibility, seniority, and other benefits may be affected during unpaid leave only to the extent permitted by applicable law and Company policy.

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14. Return to Work

Employees must notify _____ if the expected return-to-work date changes. The Company may require a fitness-for-duty certification or other appropriate return-to-work documentation when permitted by law and when the requirement is applied consistently.

The Company will return employees from protected leave in accordance with applicable law. Employees who do not return at the end of approved leave and do not request or receive an extension may be treated as having voluntarily resigned, subject to applicable law and review by _____.

15. Non-Retaliation and Equal Treatment

The Company prohibits retaliation against any employee for requesting, using, supporting, or exercising rights related to leave. Employees who believe they have been treated unfairly or retaliated against should report the concern to _____, _____, or _____.

16. Misuse of Leave

Employees must use leave honestly and for its approved purpose. The Company may investigate suspected misuse, false statements, or falsified documentation. Misuse of leave may result in disciplinary action, up to and including termination of employment, subject to applicable law.

17. Administration and Amendments

_____ is responsible for administering this Policy and may issue procedures consistent with it. The Company may amend, replace, suspend, or withdraw this Policy at any time, subject to applicable law.

No manager or employee may make an exception to this Policy unless authorized in writing by _____.

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18. Acknowledgment

I acknowledge that I have received and reviewed the _____ Leave Policy. I understand that I am responsible for following its requirements and for contacting _____ if I have questions about leave eligibility or procedures.

Signatures

Company

Name _____

Date _____

Signature _____

Employee

Name _____ _____

Date _____

Signature _____

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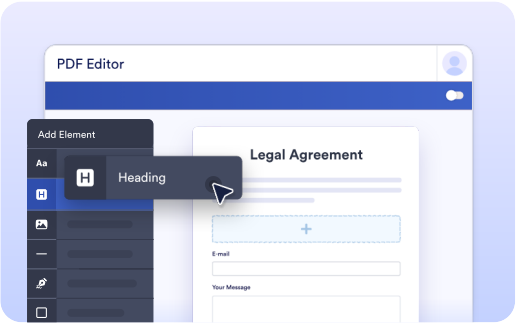
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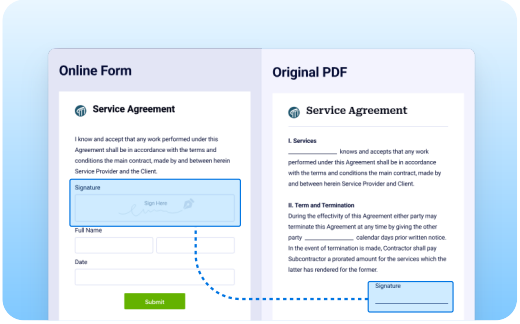
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