

Employee Leave of Absence Policy Template

1. Purpose

This policy outlines the procedures and guidelines for requesting and approving leave of absence for employees.

2. Eligibility

Employees who have been employed for at least [insert number] months are eligible to request a leave of absence.

3. Types of Leave

Employees may request leave for the following reasons:

- Medical leave
- Family and medical leave
- Personal leave
- Military leave
- Bereavement leave

4. Requesting Leave

Employees must submit a leave request form to their supervisor at least [insert number] days in advance, unless in cases of emergency.

5. Approval Process

Supervisors will review leave requests and make a decision within [insert number] days of receiving the request.

6. Duration of Leave

The duration of leave will be determined based on the reason for the leave and the employee's individual circumstances.

7. Returning to Work

Employees must provide a return to work date when requesting leave and must notify their supervisor of any changes to their return date.

8. Benefits During Leave

Employees may be eligible to continue receiving certain benefits during their leave of absence, as outlined in the company's benefits policy.

9. Documentation

Employees may be required to provide documentation supporting their need for leave, such as a doctor's note or other relevant documentation.

10. Compliance

Employees must comply with all company policies and procedures while on leave, including maintaining communication with their supervisor.

For more information on leave of absence policies, please refer to the Family and Medical Leave Act (FMLA) guidelines provided by the U.S. Department of Labor:

<https://www.dol.gov/general/topic/benefits-leave/fmla#:~:text=The%20Family%20and%20Medical%20Leave,be%20maintained%20during%20the%20leave>