

# Leave of Absence Policy Template

## 1. Purpose

The purpose of this leave of absence policy is to provide guidelines for employees who need to take time off from work for various reasons.

## 2. Eligibility

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

## 3. Types of Leave

- a. Medical Leave: Employees may request medical leave for their own serious health condition or that of a family member.
- b. Family and Medical Leave Act (FMLA): Employees may be eligible for leave under the FMLA for qualifying reasons.
- c. Personal Leave: Employees may request personal leave for reasons not covered under medical or FMLA leave.

## 4. Requesting Leave

Employees must submit a leave of absence request form to their supervisor at least [insert number] days in advance, unless the need for leave is unforeseeable.

## 5. Approval Process

Supervisors will review leave requests and make a determination based on business needs and the employee's eligibility.

## 6. Duration of Leave

The duration of leave will be determined on a case-by-case basis, taking into consideration the reason for leave and the employee's job responsibilities.

## 7. Benefits During Leave

Employees on approved leave of absence may be eligible to continue receiving certain benefits, such as health insurance, as required by law.

## 8. Return to Work

Employees must provide notice of their intent to return to work at least [insert number] days in advance and may be required to provide a fitness-for-duty certification.

## **9. Compliance**

Employees must comply with all company policies and procedures while on leave of absence.

## **10. Contact Information**

For questions or assistance with the leave of absence policy, employees should contact the HR department at [insert contact information].

Sources:

- U.S. Department of Labor: FMLA
- Society for Human Resource Management: Leave of Absence Policies