Employee Absence and Leave Policy

Introduction

This policy outlines the procedures for requesting and managing leave to ensure fairness, transparency, and minimal disruption to business operations. Employees are encouraged to follow these guidelines for planned and unplanned absences.

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1. Types of Leave

Employees are entitled to various types of leave, including:

- **Paid Time Off (PTO):** For vacations or personal time.
- **Sick Leave:** For illness, injury, or medical appointments.
- **Parental Leave:** Maternity, paternity, or adoption-related leave.
- **Unpaid Leave:** For extended time off when no paid leave is available.
- **Bereavement Leave:** For the loss of a family member or close relation.
- **Emergency Leave:** For unforeseen personal emergencies.

Refer to your employee handbook or HR for specific details on leave entitlements.

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2. Requesting Leave

2.1 Submission Process:

- Submit leave requests through [designated platform or method, e.g., HR portal or email].
- Include the following details:
    - Type of leave.
    - Start and end dates.
    - Reason for leave (if applicable).
    - Contact details during your absence (if applicable).

2.2 Notice Periods:

- Provide notice in advance for planned leave:
    - **Vacation Leave:** At least two weeks' notice.
    - **Short-Term Leave:** As soon as possible.
    - **Emergency Leave:** Notify your manager immediately.

2.3 Approval Process:

- Managers will review leave requests considering workload and team coverage.
- Leave requests will be approved or denied within [timeframe, e.g., two business days]. If denied, alternatives will be discussed.

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3. Sick Leave and Unplanned Absences

3.1 Notification:

- Notify your manager as early as possible on the first day of absence, ideally before your shift begins.
- Inform them of the expected duration of your absence.

3.2 Medical Documentation:

- For absences exceeding [three days], submit a doctor's note or medical certificate.
- Discuss any workplace accommodations needed upon your return.

3.3 Return-to-Work Process:

- Upon returning, meet briefly with your manager to:
    - Confirm readiness to resume work.
    - Catch up on updates and work missed during the absence.

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4. Tracking Leave

4.1 Leave Balances:

- Monitor your leave balances through [designated system or HR contact].
- Approved leave will automatically deduct from your balance.

4.2 Absence Tracking:

- All absences, both planned and unplanned, will be logged in the system.

4.3 Regular Updates:

- HR will provide periodic updates on remaining leave balances.

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5. Coverage and Handover

5.1 Workload Planning:

- For planned absences, coordinate with your manager to:
    - Reassign tasks.
    - Provide handover notes for ongoing projects.

5.2 Communication:

- Inform relevant team members of your absence and designate a point of contact for urgent matters.

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6. Policy Compliance

6.1 Fair Application:

- This policy applies consistently to all employees.

6.2 Addressing Absence Concerns:

- Frequent unplanned absences may be discussed with your manager to understand and address underlying issues.

6.3 Disciplinary Action:

- Repeated failure to follow leave policies without valid reasons may result in disciplinary measures per company guidelines.

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7. Special Situations

7.1 Extended Leave:

- For long-term leave (e.g., parental or medical), coordinate with HR to meet any legal or procedural requirements.
- Reintegration plans may include phased returns or temporary adjustments to your role.

7.2 Holiday/Peak Periods:

- Leave may be restricted during busy periods or holidays. A fair rotation system will apply.

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8. Feedback and Policy Review

- Feedback on this policy is welcome and will help improve leave management.
- This policy is reviewed annually to ensure compliance with legal and organizational requirements.