Leave policy template

> *A general template, not legal advice. Check it against local law and your own policies before you use it.*

A starting point for a written leave policy: who it covers, the types of leave, the leave year, how to ask for time off, approvals and records. Fill in the parts in square brackets.

Purpose and scope

This policy explains how employees of [company name] ask for, approve and record leave. It applies to [all employees, or the employee groups it covers] in [country or location].

Read it together with each employee's contract and any agreement or local law that applies to [company name]. If they differ from this policy, [how your company settles the difference].

Types of leave

[Company name] offers the following types of leave. Replace each placeholder with your own rule, and remove any type you do not offer.

- Annual leave (paid holiday): [number of days] per [leave year], built up [how leave builds up, for example from the start date or month by month].
- Public holidays: [how public holidays are handled at each location, and what happens when one falls on a day off].
- Sick leave: [what employees receive, how sickness is paid and how to report it].
- Family leave, for example parental, maternity, paternity or adoption leave: [what applies and where the full details are kept].
- Bereavement or compassionate leave: [what applies].
- Unpaid leave: [when it may be granted and who decides].
- Other leave: [for example study, volunteering or civic duties].

Leave year and balances

The leave year runs from [start date] to [end date].

For employees who join or leave during the year, leave is worked out [how your company calculates leave for part of a year].

Part-time employees receive leave [how leave is worked out for part-time employees].

Up to [number of days] of unused leave can be carried into the next leave year and must be used by [date]. Any other unused leave [is lost, is paid, or another rule your company sets].

Asking for leave

1. Check your leave balance and the team calendar.
2. Send a request to [your manager or the approver] through [the system or form your company uses], at least [notice period] before the first day of leave.

3. Include the dates, the type of leave and any handover notes.
4. Wait for approval before you book travel or other arrangements.

Approval

[Role of the approver] approves or declines a request within [number of working days]. A request may be declined or moved when [the reasons your company uses, for example too many people away at the same time].

The approver explains a decline and, where possible, suggests other dates.

Periods when leave is normally not approved: [dates or periods, if any].

Sickness and unplanned absence

If you cannot work because you are ill or because of an emergency, tell [person or team] by [time] on the first day, and keep them updated.

[The evidence your company asks for, and when it asks for it.]

Changing or cancelling leave

To change or cancel approved leave, tell your approver as soon as you can.

[Company name] asks an employee to change approved leave only in [the circumstances your company sets], and [how the cost of cancelled arrangements is handled].

Records and privacy

[Company name] keeps records of leave requests, approvals and balances for [retention period] and uses them to manage leave and pay.

Health information is kept confidential and shared only with the people who need it.

Questions and review

Questions about this policy go to [contact person or team]. [Company name] reviews this policy [how often] and tells employees about changes.

Policy owner _____

Effective date _____

Version _____