**Document Overview**

This Leave Policy ensures that your employees can be aware of the processes in place regarding the taking of leave, which helps protect your Company in the event of any related claims or disputes. You can also use this Policy to help your employees feel supported in the event that they need to take leave for any reason.

**Use this Policy if:**

* You want to provide clarity on the different types of leave available to your employees;
* You need to ensure that there are clear procedures in place for the notification, and taking of leave;
* You want to ensure that your employees are aware that they may not be entitled to leave if it has not been taken in line with an agreed process or is not compatible with the Company’s operational requirements,
* You want your employees to feel supported in the workplace, and more comfortable taking leave subject to the required process and timeframes; and
* You want to protect your Company from any potential disputes or claims relating to leave, including unauthorised leave taken by employees.

**What does this Policy cover?**

* The key types of paid and unpaid leave available to employees, including annual leave, community service leave, long service leave, parental leave, personal/carer’s leave, compassionate leave, family and domestic violence leave;
* An outline of the amount of each leave available to employees and eligibility requirements for such leave;
* Notice and evidence requirements for any leave taken; and
* The interaction of leave with public holidays and/or unpaid leave.