

Leave policy template

Business: _____

Section	What the policy says
Purpose	
Who it applies to	
Annual leave	
Asking for annual leave	
Sick and carer's leave	
Notice and evidence for sick leave	
Compassionate leave	
Family and domestic violence leave	
Keeping that request private	
Unpaid leave	
Parental leave	
Long service leave	
Public holidays	
Leave balances	
Review date	