

This policy sets out conditions applicable to Leave without Pay Policy.

The full content of the policy is available for download to your shopping cart.

Example content:

Leave without pay is not an automatic entitlement. *[Insert Company name]* appreciates that situations may occur where employees are required to take extended periods of leave. Leave without pay granted to employees is done so at the discretion of *[insert company name]*.

Applications for leave without pay will be considered on a case by case basis. Employees can only apply for leave without pay when they have exhausted their annual leave or other leave entitlements.