## Unpaid Leave Policy

# Purpose

This Unpaid Leave Policy outlines the guidelines and procedures for employees who require unpaid time off from work for various personal or family reasons. This policy does not cover the following reasons as this is covered within the relevant policies:

* Jury service
* Public duties
* Any parental Leave
* Emergency leave
* Severe weather and disruption to travel
* Volunteer Reserve Forces

**Eligibility**

All employees are eligible to request unpaid leave, subject to the following conditions:

* Must have more than 6 months of service
* You must submit a written request for unpaid leave in advance, except in emergencies.
* Unpaid leave is subject to the approval of the directors.

# Types of Unpaid Leave

Unpaid leave may be granted for the following reasons:

* **Personal Reasons:** This includes but is not limited to extended personal travel, educational pursuits, or other personal commitments.
* **Family and Medical Leave:** Employees may request unpaid leave for family reasons (other than the usual family leave policies where unpaid leave is part of that policy, i.e. Parental leave)
* or medical reasons

# Request Procedure

To request unpaid leave, employees must follow these steps:

* Submit a written request to their immediate line manager specifying the reason for the unpaid leave and the requested duration.
* The manager will review the request and forward the request to the directors for approval.
* Management will assess the request, considering the company's operational needs, and communicate the decision to the employee.

# Duration and Frequency

The duration of unpaid leave granted may vary depending on the reason for the request. In general, unpaid leave is limited to [X] consecutive weeks, but exceptions may be considered based on individual circumstances.

You are encouraged to discuss the duration and timing of unpaid leave with your line manager.

**Pay and Benefits**

During unpaid leave, you will not receive your regular salary or benefits. However, you may continue to receive certain statutory benefits.