Leave Policy Acknowledgement

Please read this summary of the Leave Policy and sign to confirm you have read and will follow the full policy.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

Key points of the Leave Policy

- Earned, casual and sick leave entitlements are as listed in the policy and credited as stated.
- Leave is applied for in the HR system and approved by the manager in advance, except emergencies.
- Maternity leave of up to 26 weeks and other statutory leave apply as per law.
- Carry-forward and encashment limits apply to earned leave.
- Unauthorised absence may be treated as leave without pay.

Acknowledgement

- [ ] I have received and read the Leave Policy and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

Employee

SIGNATURE

PRINTED NAME

DATE