**sample Leave of Absence template**

A leave of absence can be requested by the employee with a minimum of X week's notice prior to the start date. An expected return date will be set prior to the leave starts.

Leave of absence may depend on approval, and documents can be requested to prove that the leave is one of the types that are allowed. If the leave of absence is denied, some accommodations will be considered and implemented when necessary.

Salary and benefits may or may not be payable depending on the type of leave. Employees may be eligible to use benefits or EI when it is the case. Please discuss prior to the request with your supervisor/manager.

Mandatory leave will guarantee wage or benefit increases, job-protection and benefits payments will continue unless the employee does not want to continue with a plan. Vacation, termination entitlements, pension, benefits will continue as regular.

Voluntary leave will guarantee a company-paid term life insurance that is continued for eligible employees for one year of a leave of absence. Health insurance may be continued if the employee pays the full premium at the group rate. Although employees do not accrue benefits while on leave, those benefits accrued up to the time the employee started the leave will be retained.

The employee's exact position, a tour of duty, or work area may not be guaranteed upon return from a voluntary leave of absence; however, all efforts will be made to place the employee in the first available similar job with similar pay.

The employee's date of initial employment will be adjusted to reflect the time spent on voluntary leave.

While on leave, mandatory or not, it is the employee's responsibility to inform of any changes on the return date or the necessary extension. Voluntary leave extension will depend on a new approval and should be requested X weeks before the expiration date or return to work date.

The employee agrees to receive check-ins on what motivated the leave, respecting privacy, and maintaining an active and supportive working relationship.