***[Insert your company logo]***

**UNPAID LEAVE POLICY**

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At the absolute discretion of ***[insert company name]*** (the Company), unpaid leave may be granted having regard to such factors as:

a) whether all accrued unused annual leave has been taken;

b) in the case of long-term illness, whether:

* the accrued sick leave has been exhausted;
* accrued annual leave has been taken;

c) the reason for the request;

d) length of service;

e) work performance;

f) attendance history;

g) whether the Company is able to accommodate the request having regard to its operational requirements.

During periods of unpaid leave, the employee will not accrue entitlements to paid leave, e.g. personal/carer’s leave, annual leave and long service leave. However, the employee’s absence during the unpaid leave will not break their continuity of service.

Application for unpaid leave must be made in writing on the Company’s leave application form, which should be authorised by the relevant department head. Once authorised, the original leave application must be sent to the payroll office for processing and then filed in the employee’s personal file and the duplicate returned to the employee.

Leave application forms may be obtained from the HR department.

**Related policies**

Equal Opportunity, Discrimination and Harassment Policy

***[Insert other relevant workplace policies and procedures]***