# Unpaid leave policy

1. Introduction
   * 1. The Company understands that there may be periods where an employee is required to take a period of unpaid leave (after all other paid or statutory forms of leave are exhausted).
     2. This policy sets out the entitlements and related procedures for access to unpaid leave.
2. Entitlement
   * 1. Employees do not have a default entitlement to unpaid leave.
     2. The provision of unpaid leave is on a case-by-cases basis at the absolute discretion of the Company
     3. The Company may refuse grant of unpaid leave at its discretion.
     4. Unpaid leave will only be considered if an employee’s Annual leave is exhausted.
     5. The Company will take an employee’s particular overall circumstances into account in considering the granting of access to unpaid leave if requested.
     6. Unpaid leave will not count as service for the purposes of accrual of entitlements (in accordance with applicable legislation where applicable).
3. Notice of leave
   * 1. Unpaid leave is to be requested using a method or form as required by the Company.
     2. The Company may request reasonable evidence of an employee’s need to take a period of unpaid leave.
     3. Unpaid leave must be approved before being taken.
4. Further information

For further information, please speak to your manager.