

Leave and Conduct Policies

Leave, attendance, and conduct standards for employees.

- [Leave Requests](#)
- [Conduct Standards](#)

Leave Requests

Document the approved leave request process here.

- Who approves leave
- Notice expectations
- Emergency leave steps
- Tracking process

Conduct Standards

Document your expected behavior and policy boundaries here.

- Respectful communication
- Confidentiality
- Abuse of authority prevention
- Corrective action path