

Northbridge — Leave Policy

Policy Owner	HR Director
Effective Date	2025-08-01
Revision	1.0
Classification	Internal Use Only
Applies To	All Employees

1. Purpose

This document outlines Northbridge HR standards for leave policy.

2. Scope

Applies to all employees, contractors, and interns within Northbridge.

3. Roles & Responsibilities

- HR Director: accountable for updates and implementation.
- Managers: ensure compliance and handle employee requests.
- Employees: adhere to policies and escalate concerns.
- Legal Counsel: advise on compliance with employment law.

4. Requirements & Procedures

- Employees accrue paid time off (PTO) monthly.
- Medical, parental, and emergency leave provisions provided.
- Leave requests require manager approval and documentation.
- Unpaid leave permitted under specific conditions (e.g., FMLA).

5. Compliance & Exceptions

Exceptions require HR Director approval. Non-compliance may result in corrective action.

6. Review & Maintenance

Reviewed annually or upon material changes in employment law.