

Leave Policy Generator

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a leave policy blending statutory minimums (state S&E, Maternity Benefit Act) with your company leave design. Use it to create a leave policy. To first check the statutory floor, use the State Leave Entitlement Calculator.

Purpose of this tool & output

Draft a statutory-plus-company leave policy

How the output is used

Use it to draft a statutory-plus-company leave policy that meets state minimums and fits your culture.

Who receives it

It is a company policy owned by HR, applied to all employees and shared through the handbook.

Important cautions

AI-generated draft; confirm state statutory minimums.

Companion documents

- HR Policy Drafting
- POSH Policy + IC Kit
- Attendance & WFH Policy
- Moonlighting Policy
- Grievance Redressal Policy
- Social Media Policy

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.