

# Birthday leave policy template

Policy Brief & Purpose: At [Company Name], we believe in celebrating the personal milestones of our employees. Our Birthday Leave Policy is designed to allow employees to take a day off on their birthday, ensuring they can celebrate this special occasion in a way that is meaningful to them.

## Eligibility:

- Full-time employees: Eligible for a full day of paid leave on their birthday.
- Part-time employees: Eligible for a proportional amount of leave based on their contracted hours.
- Tenure: Employees must have completed [insert period, e.g., three months] of service to be eligible.

## Procedure for Requesting Leave:

- Employees should request birthday leave at least [insert period, e.g., two weeks] in advance.
- Requests should be submitted through [specify platform or method, e.g., HR software or email to HR department].
- Approval of leave is subject to staffing needs and will be granted on a first-come, first-served basis.

## Restrictions:

- If an employee's birthday falls on a weekend or public holiday, they can take the next available working day off.
- A maximum of [insert number] employees may be off on birthday leave simultaneously to ensure operational efficiency.

## Legal Compliance:

- This policy is compliant with the UK's Working Time Regulations.
- We adhere to the Equality Act 2010, ensuring no discrimination in granting birthday leave.

Employee Acknowledgement: I, [Employee Name], acknowledge that I have read and understood the Birthday Leave Policy of [Company Name] and agree to adhere to its terms and conditions.

## Save time on HR admin

Automate all your repetitive HR tasks and save yourself hours every week to focus on your most important work.

Start our 7-day free trial now

