

Unpaid leave policy template Based on Monzo's

Save time on HR admin

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Why do we offer unpaid leave?

Our top priority is to ensure our team members have a balanced life. These are three ways unpaid leave can help you achieve that balance:

1. As a [small business / high-growth startup], we recognise that people can go through a lot of pressure. Everybody works very hard to help the company grow, and it's easy to forget to take the time you need to de-stress. With this policy, we want you to feel comfortable taking the time you need to recharge, without having to use your paid holiday allowance.
2. Life is unpredictable, and it may happen that you need to take time off outside of your planned holidays. Whether you need to take care of a relative or loved one, or just need some time away from the office, you can be safe in the knowledge that you can always take unpaid time off, even if you don't have any paid holidays left.
3. Also, we don't want to get in the way of the once in a lifetime trip you've always dreamt of taking. At [company], you can use your unpaid leave time to take a month off and explore something different!

Maria Campbell, former Head of People at Monzo, shared with us the details of their unpaid leave policy. Find out how to give your team the flexibility they need – use this template as an example for creating your own.

At [your company name] we believe in giving our team members the flexibility they need to do their best work. Our unpaid leave policy makes sure everyone in the team can take all the time off they need in order to have a healthy, balanced life.

How much unpaid time off can I take?

- You can take a maximum of four weeks of unpaid leave a year.
- That's on top of our standard holiday allowance.

When can I use this time off?

- Whenever you wish. You don't need to use up your paid holiday allowance before being able to request unpaid leave.
- We recommend that you take at least five days each quarter, whether paid or unpaid. That's to ensure you are taking time out at regular intervals throughout the year.

How can I request unpaid leave?

- You can book unpaid leave in exactly the same way as booking paid holidays.
- We ask you to give twice as much notice as the amount of time you are taking off, so that we can plan ahead and work around you.

How does unpaid leave affect my monthly payslip?

If you are taking three or four weeks of unpaid leave all in one go, we will offer to adjust your pay across two months, to help you with your monthly costs.

Our advisors can work with you to create bespoke company policies built for your unique business context.

Book a call