

Time Off Policies



The purpose of this policy is to provide a clear and concise guide to the various types of time off available to employees. It is intended to ensure that all employees are aware of the rules and regulations governing time off, and to ensure that all requests for time off are handled in a fair and consistent manner.

The policy also sets out the procedures for requesting time off, and the consequences of failing to follow the correct procedures. It is important that all employees understand these rules and regulations, and that they are applied consistently to all employees.

Time Off Policies

This policy applies to all employees of the company. It is intended to ensure that all employees are aware of the rules and regulations governing time off, and to ensure that all requests for time off are handled in a fair and consistent manner.



Time Off Policies

- Employees are entitled to a minimum of 28 days of paid time off per year.
- Employees are entitled to a minimum of 5 days of unpaid time off per year.
- Employees are entitled to a minimum of 1 day of unpaid time off per year.
- Employees are entitled to a minimum of 1 day of unpaid time off per year.
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Time Off Policies (cont.)



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One - One meetings
No disciplinary action
Supervisory meeting



One - One meetings
No disciplinary action
Supervisory meeting



One - One meetings
No disciplinary action
Supervisory meeting



One - One meetings
No disciplinary action
Supervisory meeting

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