# Holiday and Time Off Policy

TechCorp Solutions provides comprehensive paid time off benefits to support employee well-being and work-life balance. This policy outlines vacation, holiday, and leave entitlements for all employees.

Full-time employees accrue 15 days of paid vacation annually, increasing to 20 days after 3 years of service and 25 days after 7 years. Part-time employees receive prorated vacation based on hours worked.

Vacation requests should be submitted at least two weeks in advance through the HR system. Approval is granted based on business needs and staffing requirements, with priority given to long-term planning.

The company observes 10 paid holidays annually including New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Additional floating holidays may be available.

Holiday scheduling considers business continuity and equal distribution across teams. Some roles may require holiday coverage with premium pay or compensatory time off.

Unused vacation carries over to the next year with a maximum accumulation of 30 days. Beyond this limit, excess days may be forfeited or paid out at the company's discretion.

Sick leave provides 10 days annually for illness or medical appointments. Certification may be required for extended absences. Family and medical leave follows federal and state regulations.

Parental leave offers 12 weeks of paid leave for new parents, in addition to any applicable federal leave. Adoption and foster care placements are also covered under this policy.

Bereavement leave provides up to 5 days for immediate family members and 3 days for extended family. Additional time may be approved for travel or special circumstances.

All leave requests are confidential and handled with sensitivity. The company supports employees through life events and encourages open communication about leave needs.