Time Off Policy

Requesting Time Off:

Employees are required to submit time-off requests at least [X] days in advance, using the designated time-off request form available on the company portal.

Approval Process:

All time-off requests will be reviewed and approved by the respective department heads or managers. In case of urgent situations, employees are encouraged to communicate directly with their supervisors.

Types of Time Off:

The company provides paid time off (PTO) and unpaid leave options. The specific details regarding accrual rates and eligibility can be found in the official company policy document.