At AnyCompany, we understand the importance of a work-life balance and the need for employees to have time off to recharge and attend to personal matters. As such, we have various time off policies that provide a range of options for our employees.

**Vacation Days**

All full-time employees at AnyCompany are entitled to paid vacation days. The number of vacation days granted is based on the employee’s length of service with the company. The table below outlines the number of vacation days employees are entitled to based on their length of service:

\* 0 to 1 years: 10 vacation days

\* 1 to 5 years: 15 vacation days

\* 5 to 10 years: 20 vacation days

\* 10+ years: 25 vacation days

Vacation days do not accrue from year to year, and unused vacation days cannot be carried over to the following year.

**Sick Leave**

AnyCompany recognizes that employees may need time off to attend to their health needs. As such, we provide paid sick leave to all full-time employees. Employees are entitled to 5 sick days per year, which are credited to their account at the start of each fiscal year. Sick days may be used for an employee's illness or medical appointments for themselves or immediate family members.

**Maternity and Paternity Leave**

At AnyCompany, we recognize the importance of family. We, therefore, provide maternity and paternity leave to our employees. This category covers both maternity and paternity leave. Employees who have been with AnyCompany for at least 12 months are entitled to maternity or paternity leave. AnyCompany will pay the employee a portion of their salary during the leave period. The length of paid leave depends on whether the employee is taking maternity or paternity leave, as shown below:

\* Maternity leave: 12 weeks of paid leave

\* Paternity leave: 6 weeks of paid leave

If an employee wishes to take additional leave, it will be unpaid leave.

**Bereavement Leave**

Employees are entitled to 5 days of bereavement leave in the event of the death of their immediate family member. The definition of immediate family members includes parents, siblings, spouse, and children.

**Jury Duty**

In the event that an employee is summoned for jury duty, AnyCompany will provide them with paid time off to serve.

**Leave of Absence**

AnyCompany recognizes that certain circumstances may require an employee to take an extended leave of absence. For such cases, we provide leaves of absence. Employees who wish to take a leave of absence must follow the defined procedure and provide a written request to their manager, which should include the reason for the request, the start date, and expected duration of the leave. Leaves of absence granted are unpaid.

**Approval and Request Process**

Employees must request time off in advance so that their absence can be scheduled with minimal disruption to the business. Requests may be submitted using the AnyCompany HR systems. In the event that use of the system is not practical, employees can make the request to their manager. Once a request has been made, managers will review and approve or deny the request based on business needs. Managers may request that employees adjust their request in cases where it conflicts with existing project deadlines or resources.

**Conclusion**

AnyCompany is committed to providing its employees a work environment that enhances their quality of life. With the various options for time off and leave, we hope to provide our employees with the flexibility they need to achieve their work-life balance goals.