

Leave and Time Off Rules

Introduction

Welcome to the Leave and Time Off Rules guide. This document provides clear guidelines on our company's policies on various types of leave.

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1. Vacation Leave Rules

Rule 1.1: Eligibility and accrual rates for vacation leave are based on employment status and tenure.

Rule 1.2: Vacation leave requests must be submitted two weeks in advance.

2. Sick Leave Policy

Rule 2.1: Employees are entitled to a specified number of sick leave days per year.

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Conclusion

This guide outlines the key rules for various types of leave in our company. For more detailed information, please contact HR.