

ACME Corp — Employee Policies

1. Leave Policy:

Employees are entitled to 12 paid leaves per year. Casual leave must be applied 24 hours in advance when possible.

2. Maternity/Paternity Leave:

Maternity leave is 26 weeks for eligible employees. Paternity leave is 15 days.

3. Benefits:

Health insurance is provided from the first day of employment. Employees may enroll dependents during the annual open enrollment period.

4. Notice Period:

For resignation, employees must provide 30 days notice or pay in lieu of notice as per company policy.

If you need help with any policy, contact HR at hr@acme.example.com.