

Annual Leave: All employees get 20 days of paid annual leave per year.
Leave must be approved by your manager at least 2 weeks in advance.
Unused leave can be carried forward up to 5 days.

Sick Leave: Employees get 10 days of sick leave per year.
A medical certificate is required for sick leave exceeding 2 consecutive days.
Sick leave cannot be carried forward.

Parental Leave: New parents get 12 weeks of paid parental leave.
This can be taken within the first year of the child's birth or adoption.

Work From Home: Employees can work from home up to 2 days per week.
This must be coordinated with your team and manager.