

Document Analysis Report

File Name: hr_policy.docx

Category: HR

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Document Summary:

HUMAN RESOURCES POLICY DOCUMENT This document outlines company HR policies effective January 1, 2026. Employee leave policy allows 15 vacation days per year. Salary reviews occur annually on employment anniversary. Training budget per employee: 2,000 annually.

Document Statistics:

Word Count	64
Character Count	476
Lines	9
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Extracted Keywords:

employee, policy, document, year, annually, process, human, resources, outlines, company

Dates Found:

January 1, 2026