**Extract from Leave Policy:**

all employee's are aloud to take leave when ever they need but they must first ask there maneger before they go. it is important that leave is not taken when the company is to busy or when other team members are allready off. Leave should be planed at least 2 weeks in advanse to avoid problems with scheduling.

Ther are differnt types of leave including annual leave, sick leave and family emergancy. emplyees should use the correct form when they are apply for leave and make sure all detales is filled in corectly. if you dont submit the form on time, your leave might not be aproved and you could get into trouble.

Manegers have to make sure the work is covered when someone is not here. its not fair on the rest of the team if one person always take leave with no notice. we encourge everyone to communicate propely and follow the leave prosess to keep things run smooth.