

FWC Leaves

1. Introduction

Leaves are a critical aspect of employee benefits, promoting work-life balance and enhancing job satisfaction. This report outlines the leave policies, types of leaves offered, and the procedures for requesting leave.

2. Types of Leaves

- **Annual Leave:** Employees are entitled to a specific number of paid leave days annually.
- **Sick Leave:** Provided for employees unable to work due to illness or injury, typically requiring medical documentation.
- **Casual Leave:** Short-term leave for personal matters or emergencies, often subject to approval.
- **Maternity/Paternity Leave:** Special leave for new parents, with duration and pay defined by company policy.
- **Public Holidays:** Designated days off as per local laws and regulations.

3. Leave Request Procedure

- Employees must submit leave requests through the designated system or form.
- Requests should be made in advance, except in emergencies.
- Supervisors will review and approve or deny requests based on operational needs.

4. Leave Balance Tracking

- Employees can check their leave balances through the HR portal.
- Unused leaves may carry over to the next year, subject to company policy.

5. Conclusion

Effective leave management fosters employee satisfaction and retention. Regular reviews of leave policies can ensure they meet employees' needs and comply with legal standards.

FWC Holidays

1. Introduction

Holidays play a significant role in enhancing employee well-being and productivity. This report outlines the holiday policies at FWC, including observed public holidays and additional company holidays.

2. Public Holidays

- FWC observes all statutory public holidays as mandated by local laws.

- Employees are entitled to time off on these days, with pay as per the company's holiday policy.

3. Additional Company Holidays

- FWC may designate additional holidays, such as company anniversary days or cultural celebrations, to promote employee engagement and morale.

4. Holiday Scheduling

- Employees should schedule holidays in advance, ensuring adequate staffing levels.
- The holiday request process involves submitting requests through the HR portal for approval.

5. Conclusion

A well-structured holiday policy is essential for maintaining employee satisfaction and work-life balance. Regular communication regarding holiday schedules can enhance clarity and planning for employees.