

IT Staff Holiday Leave Policy

Dear [Employee Name],

We would like to inform you about our Holiday Leave Policy for IT staff, effective [Start Date]. This policy outlines the process and guidelines regarding leave requests during holiday periods.

Overview

The purpose of this policy is to ensure that all IT staff have the opportunity to take their entitled holiday leave while maintaining adequate staffing levels to support our operations.

Leave Entitlement

Each IT staff member is entitled to [Number of Days] days of paid holiday leave per calendar year. Unused leave cannot be carried over beyond [Carryover Policy].

Request Process

To request holiday leave, please follow these steps:

1. Complete the Holiday Leave Request form at least [Number of Weeks] weeks in advance.
2. Submit the form to your direct supervisor for approval.
3. Once approved, notify the HR department to finalize your leave.

Peak Holiday Seasons

During peak holiday seasons, such as [Specific Holidays], leave requests may be limited. We encourage early submission of requests during these times.

Contact Information

If you have any questions regarding this policy, please contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

Thank you for your attention to this matter. We appreciate your hard work and dedication.

Sincerely,

[Your Name]
[Your Position]
[Company Name]