

Vacation policy — fictional demo

Summary

This document outlines a fictional sample vacation policy for demonstration purposes. It covers procedures for requesting time off, ensuring team coverage, handling changes, and review responsibilities. The content explicitly states it is not employment or legal advice.

Requesting time off

Submit planned time off to your manager at least two weeks in advance. Include the dates and a short handover note. Wait for written approval before booking travel.

Team coverage

Agree a backup contact for ongoing work. Add approved dates to the shared calendar. Link the handover note from the relevant project page. Never put private medical details in the team wiki.

Changes and questions

Tell your manager promptly if plans change. Contact the People team about your individual leave entitlement; this example does not set a number of days.

Review

Owner: People team. Review this example before adapting it to your organisation.

Things a reviewer should check

- The source states this is fictional sample content for a demo—verify its intended use case and whether it should be treated as a template or final policy.
- The exact number of vacation days is not specified; the policy says to contact the People team for individual leave entitlement.
- An open question is noted: which leave request tool should the team use? This is unresolved.
- The document mentions not putting private medical details in the team wiki, but does not specify where such details should be recorded.
- The requirement for written approval before booking travel is stated, but the format of written approval (email, system approval, etc.) is not defined.

Created 2026-09-09 00:18:53 UTC by Wissen Intake
Updated 2026-09-09 00:18:53 UTC by Wissen Intake