

Description	N/A	✓	Notes
1. Working hours			
2. Salaries and wages (pay days)			
3. Time sheets			
4. Overtime			
5. Personal time			
6. Bereavement leave			
7. Absenteeism			
8. Leave of absence/parental leave			
9. Time off for elections			
10. Vacations			
11. Public holidays			
12. Paid holidays			
13. Eligibility for holidays			
14. Holidays occurring during weekends			
15. Holidays occurring during vacation			
16. Working on holidays			
17. Alternate days off			
18. Religious holidays			