

Text 2: Company Policies Supporting Employees' Needs

The management recently reviewed its time-off policies ¹ _____
(**improve**) work-life balance across departments. It is necessary to update our
procedures to meet employees' changing needs. The goal is ² _____
(**combine**) better planning with fair compensation.

We intend ³ _____ (**offer**) full pay during maternity leave, paternity leave,
and statutory leave. The team has discussed **about** ⁴ _____ (**introduce**)
more annual leave days, especially for staff with long service. Many colleagues
like ⁵ _____ (**have**) more time off to rest and recharge.

Some staff have said they would **enjoy** ⁶ _____ (**take**) a short break even if it
means using unpaid leave. Others prefer ⁷ _____ (**work**) from home a few
days a week. As a result, the company is now **looking into** ⁸ _____
(**expand**) home-working options permanently.

It's also encouraging to see how many employees are good at managing their time
when given more control. HR is proud to support these initiatives and looks
forward **to** ⁹ _____ (**hear**) more suggestions in the next staff meeting.