

ACME Corp HR Handbook v4.2

Effective January 2024

Remote Work Policy

Full-time employees may work remotely up to 3 days per week after completing 90 days of employment.

Remote days require manager pre-approval 24 hours in advance.

Leave and Vacation Policy

Full-time employees accrue 1.67 PTO days per month (20 days per year).

Summer Fridays apply in July and August.