

Company HR Policy Document

Employee Leave Policy:

All full-time employees are entitled to 20 days of paid annual leave per year. Leave must be requested at least 2 weeks in advance through the HR portal. Sick leave is separate and allows up to 10 days per year with a doctor's note.

Working Hours:

Standard working hours are 9:00 AM to 5:00 PM, Monday through Friday. Employees may request flexible working arrangements with manager approval.

Remote Work Policy:

Employees can work remotely up to 3 days per week after completing 6 months with the company. Remote work requests must be submitted through the HR system.

Dress Code:

Business casual attire is required in the office. On Fridays, casual dress is permitted.

Employee Benefits:

- Health insurance coverage starts after 90 days
- 401(k) matching up to 5% of salary
- Professional development budget of \$2000 per year
- Gym membership reimbursement up to \$50 per month