

Policy Area	Details
Work Hours	<b>Full-time</b> employees: 40 hours/week, 9:00 AM - 5:00 PM (M-F). <b>Part-time</b> employees: Flexible, minimum 15 hours/week.
Paid Time Off (PTO)	<b>Full-time</b> employees accrue 4 hours of PTO per pay period (approx. 13 days/year). Part-time employees accrue 2 hours per pay period. PTO requests must be submitted through the <b>HR Portal</b> with a minimum of <b>two weeks' notice</b> .
Dress Code	<b>Business Casual</b> . Employees must wear the provided <b>"Cozy Corner" apron</b> at all times when on the floor. Closed-toe shoes are mandatory.
Employee Discount	Employees receive <b>25% off</b> all books and handmade goods, and a <b>50% discount</b> on all in-house coffee and bakery items.
Disciplinary Action	Follows a three-step process: 1. Verbal Warning, 2. Written Warning, 3. Termination. Immediate termination may occur for theft, harassment, or gross misconduct.