

Policy Area	Details
Work Hours	Full-time employees: 40 hours/week, 9:00 AM - 5:00 PM (M-F). Part-time employees: Flexible, minimum 15 hours/week.
Paid Time Off (PTO)	Full-time 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 HR Portal with a minimum of two weeks' notice .
Dress Code	Business Casual . Employees must wear the provided " Cozy Corner " apron at all times when on the floor. Closed-toe shoes are mandatory.
Employee Discount	Employees receive 25% off all books and handmade goods, and a 50% discount 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.