

Company HR Policies – 2025

1. Paid Time Off (PTO)

All full-time employees are entitled to 20 paid vacation days per year. PTO requests must be submitted at least 5 business days in advance and approved by the department manager.

2. Remote Work Policy

Employees may work remotely up to 3 days per week, subject to team needs and manager approval. A reliable internet connection and secure access to company systems are required.

3. Benefits Overview

- Health Insurance: Coverage begins on the employee's first day.
- Retirement Plan: 401(k) matching up to 5% of salary after 6 months of employment.
- Wellness: \$500 annual wellness stipend.

For further details, contact HR or refer to the internal HR portal.