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## **Contoso Corp – Employee Handbook (Example)**

*Last Updated: February 2026*

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### **1. Welcome to Contoso Corp**

Welcome to Contoso Corp! We're excited to have you on our team. Our goal is to create a workplace that is collaborative, respectful, and supportive. This handbook provides a brief overview of key policies and processes to help you get started and understand what's expected as a Contoso employee.

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### **2. Standard Working Hours**

#### **Regular Schedule:**

- **Monday to Friday**
- **9:00 AM to 5:00 PM** (including a one-hour unpaid lunch break)

#### **Flexibility:**

While we maintain standard business hours, occasional flexibility may be available with manager approval. Employees are expected to arrive on time, communicate schedule adjustments in advance, and ensure that obligations to colleagues, customers, and projects are met.

#### **Overtime:**

Non-exempt employees must obtain manager approval before working any overtime hours. Exempt employees are expected to manage their workload to meet business objectives.

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### **3. Vacation (Paid Time Off)**

Contoso provides every employee with 20 paid vacation days to support rest, well-being, and work-life balance.

#### **Eligibility & Accrual**

- Vacation eligibility begins on your first day of employment.
- Accrual follows your employee classification and length of service.

- Vacation may only be taken after it is accrued.

### **Requesting Vacation**

- Submit vacation requests through the company's time-off system at least **two weeks in advance**.
- Approval depends on business needs, project schedules, and staffing levels.
- Approved vacation time will be paid at your regular base hourly/salary rate.

### **Holidays**

In addition to vacation, Contoso observes a list of company holidays published at the start of each calendar year.

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## **4. Sick Leave**

We recognize that illness or medical needs can arise unexpectedly.

### **Using Sick Leave**

- Sick leave may be used for personal illness, injury, medical appointments, or to care for an immediate family member.
- Notify your manager as soon as possible when you need to take sick leave.
- If you are absent for more than **three consecutive days**, a medical note may be required.

### **Recording Sick Time**

- All sick leave must be accurately recorded in the time-off system upon return.
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## **5. Other Types of Leave**

Contoso complies with all applicable laws related to family leave, parental leave, bereavement leave, jury duty, and military service. Details are available from HR, and employees should provide required notices or documentation for any extended absence.

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## **6. Conduct & Professional Expectations**

Employees are expected to:

- Treat colleagues, customers, and partners with respect.
- Maintain confidentiality of sensitive information.
- Follow Contoso's security, compliance, and safety guidelines.
- Use company technology and resources responsibly.

Violations may result in corrective action, up to and including termination.

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## 7. Leaving Contoso Corp

We aim to make transitions as smooth as possible, whether voluntary or involuntary.

### Voluntary Resignation

- Provide at least **two weeks' written notice** to your manager.
- Return all company property (e.g., laptops, badges, documents) on or before your final day.
- HR will schedule an exit meeting to review final pay, benefits, and offboarding tasks.

### Involuntary Separation

In the event of a performance- or business-driven separation, employees will receive information regarding notice periods, final compensation, and return of assets according to policy and local law.

### Final Pay

Unused, accrued vacation will be paid out in accordance with local regulations.

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## 8. Getting Assistance

If you have questions about any policy or process described in this handbook, contact:

- **Your Manager**
- **Human Resources**
- The **Contoso Employee Support Portal**

We're here to help you succeed.