

## COMPANY POLICY MANUAL

Version 2.0 - 2024

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### VACATION POLICY

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All full-time employees are entitled to paid vacation days based on their tenure:

- 0-2 years: 15 days per year
- 3-5 years: 20 days per year
- 6+ years: 25 days per year

### HOW TO REQUEST VACATION:

To request vacation time, follow these steps:

1. Log into the HR portal at hr.company.com
2. Navigate to "Time Off" section
3. Click "Request Vacation"
4. Select your desired dates on the calendar
5. Add a brief note about your plans (optional)
6. Submit the request

Vacation requests must be submitted at least 2 weeks in advance. Managers will review and approve or deny requests within 3 business days. You will receive an email notification once your request is processed.

### CARRYOVER POLICY:

Unused vacation days can be carried over to the next year, up to a maximum of 5 days. Any excess days beyond the 5-day limit will be forfeited at the end of the calendar year. The carryover days must be used by March 31st of the following year, or they will expire.

#### VACATION BLACKOUT PERIODS:

Certain periods may have restrictions due to business needs:

- End of fiscal quarter (last week of March, June, September, December)
- Major product launches (announced 60 days in advance)
- Peak season (varies by department)

During blackout periods, vacation requests require VP approval.

#### EMERGENCY SITUATIONS:

If you need to take unexpected time off due to emergencies, contact your manager immediately by phone. You can submit the formal request in the HR portal within 24 hours of your return.

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#### EXPENSE REIMBURSEMENT

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Employees can submit expense reports for business-related expenses including:

- Travel (flights, hotels, transportation)
- Meals during business travel (up to \$50 per day)
- Office supplies
- Client entertainment (requires manager approval)

To submit an expense report:

1. Log into the finance portal
2. Click "New Expense Report"
3. Upload receipts (required for expenses over \$25)
4. Select expense category
5. Submit for approval

Reimbursements are processed within 10 business days of approval.

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#### REMOTE WORK POLICY

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Employees may work remotely up to 3 days per week with manager approval. Remote work arrangements must be documented in writing.

Requirements for remote work:

- Reliable internet connection (minimum 25 Mbps)
- Dedicated workspace
- Availability during core hours (10 AM - 3 PM)
- Attendance at all required meetings

Employees working remotely are expected to maintain the same productivity and communication standards as in-office work.

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#### PROFESSIONAL DEVELOPMENT

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The company supports continuous learning and professional development. Each employee has an annual budget of \$2,000 for:

- Training courses and certifications
- Conference attendance
- Professional memberships
- Books and learning materials

#### BUDGET ALLOCATION:

The \$2,000 annual budget resets on January 1st each year and does not carry over. Budget can be used for:

- Online courses (Coursera, Udemy, LinkedIn Learning, etc.)
- In-person training and workshops
- Industry certifications (PMP, AWS, Scrum Master, etc.)
- Professional conference registration and travel
- Annual membership fees for professional organizations
- Technical books and learning subscriptions

#### HOW TO REQUEST PROFESSIONAL DEVELOPMENT FUNDING:

1. Discuss your development goals with your manager during 1-on-1 meetings
2. Log into the HR portal at hr.company.com
3. Navigate to "Professional Development" section
4. Click "Submit Funding Request"
5. Provide detailed information:
  - Course/event name and provider
  - Cost breakdown (registration, travel, accommodation)

- Dates and duration
- Learning objectives and how it benefits your role
- Justification for the expense

6. Attach course syllabus or event agenda

7. Submit for approval

#### APPROVAL PROCESS:

- Requests under \$500: Manager approval only (2-3 business days)
- Requests \$500-\$1,500: Manager + HR approval (5 business days)
- Requests over \$1,500: Manager + HR + VP approval (7-10 business days)

You will receive email notifications at each approval stage. Once fully approved, you can proceed with registration.

#### REIMBURSEMENT:

If you pay upfront, submit receipts through the expense portal within 30 days of completion. Reimbursement is processed within 10 business days.

#### REQUIREMENTS AFTER COMPLETION:

Upon completion of any professional development activity, employees must:

1. Submit completion certificate to HR within 2 weeks
2. Prepare a 15-minute presentation for your team
3. Share key learnings in the next team meeting
4. Update your skills profile in the HR system

#### UNUSED BUDGET:

If you don't use your full \$2,000 budget by December 15th, the remaining amount is forfeited. Plan your development activities early in the year to maximize your benefit.