

# 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

Vacation requests must be submitted at least 2 weeks in advance through the HR portal.

Managers will approve or deny requests within 3 business days.

Unused vacation days can be carried over to the next year, up to a maximum of 5 days. Any excess days will be forfeited.

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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

To request professional development funding:

1. Discuss with your manager
2. Submit request through HR portal
3. Provide course details and justification
4. Await approval (typically 5 business days)

Upon completion, employees must share key learnings with their team.