

# pet365 Employee Salaries and Holiday Allowances

## 1 Confidentiality Notice

This document contains highly sensitive information regarding employee compensation and holiday allowances. It is strictly confidential and intended for authorized personnel only. Unauthorized access, distribution, or reproduction of this document is prohibited and may result in disciplinary action.

## 2 Employee Salary and Holiday Allowance Information

Employee ID	Name	Position	Department	Annual Salary (\$)	Total Holiday Allowance	Used Holiday Allowance	Remaining Holiday Allowance
EMP001	John Smith	Store Manager	Management	65,000	25	15	10
EMP002	Sarah Johnson	Assistant Manager	Management	52,000	25	18	7
EMP003	Michael Chen	Senior Groomer	Grooming	48,000	25	22	3
EMP004	Emily Davis	Veterinary Technician	Veterinary	55,000	25	8	17
EMP005	David Wilson	Sales Associate	Sales	32,000	25	10	15
EMP006	Lisa Rodriguez	Customer Service Rep	Customer Service	35,000	25	20	5
EMP007	Robert Taylor	Inventory Specialist	Operations	42,000	25	12	13
EMP008	Jessica Lee	Marketing Coordinator	Marketing	46,000	25	16	9
EMP009	Thomas Brown	IT Support	IT	50,000	25	19	6
EMP010	Amanda White	Cashier	Sales	28,000	18.75*	2	16.75
EMP011	Christopher Garcia	Pet Trainer	Training	40,000	25	14	11

Employee ID	Name	Position	Department	Annual Total		Used Holiday	Remaining Holiday
				Salary (\$)	Holiday Allowance		
EMP012	Olivia Martinez	Groomer	Grooming	38,000	25	7	18
EMP013	Daniel Kim	Veterinarian	Veterinary	85,000	25	21	4
EMP014	Sophia Patel	Human Resources Manager	HR	60,000	25	13	12
EMP015	Ryan Jackson	Maintenance Technician	Operations	36,000	25	17	8

\*Pro-rated for partial year of employment

### 3 Notes

1. Salaries are annual gross amounts before taxes and deductions.
2. Holiday allowances are calculated based on a standard 25 days per year for full-time employees.
3. Holiday allowance balances are current as of September 16, 2024.
4. New employees (less than one year of service) have pro-rated holiday allowances.
5. Overtime pay and bonuses are not reflected in this document.

### 4 Salary Review Schedule

- Annual salary reviews are conducted in April each year.
- Performance-based raises and promotions may be awarded outside of the annual review cycle.
- The next company-wide salary review is scheduled for April 15, 2025.

### 5 Holiday Allowance Policy Reminders

- Employees must use or lose all but 5 days of their annual holiday allowance by December 31st each year.
- Carried over holiday allowance (max 5 days) must be used within the first 3 months of the new year.
- Holiday requests should be submitted at least 2 weeks in advance through the HR portal.