

Employee Handbook

Welcome to FutureTech Corp!

Working Hours:

- Standard hours are 9:00 AM to 6:00 PM, Monday to Friday.
- Employees may request flexible hours subject to manager approval.

Leave Policy:

- 18 days of paid leave annually.
- Sick leave up to 10 days per year.
- Maternity leave: 6 months paid + 1 month unpaid (optional).
- Paternity leave: 10 days.

Remote Work:

- Employees may work remotely up to 3 days a week.
- Permanent remote work is available for select roles.

Company Values:

- Innovation, Integrity, Inclusion, and Impact.