Document 1: Leave Policy

Title: Employee Leave Policy

Category: HR Policy

Applies To: All Full-Time Employees

Annual Leave

Full-time employees are entitled to 20 working days of annual leave per calendar year. Annual leave accrues monthly and must be approved by the employee's manager before being taken. Unused annual leave may be carried over to the next year, up to a maximum of 5 days.

Sick Leave

Employees are entitled to 10 days of paid sick leave per year. A medical certificate is required for sick leave longer than 2 consecutive days.

Unpaid Leave

Unpaid leave may be granted in exceptional circumstances and requires HR approval.

Document 2: Remote Work Policy

Title: Remote Work Policy

Category: Work Arrangement

Employees may work remotely up to 3 days per week, subject to manager approval. Remote work eligibility depends on job role, performance history, and business needs. Employees must be available during core working hours from 9:00 AM to 5:00 PM local time.

Remote work requests must be submitted at least 2 business days in advance.

Document 3: Performance Review Process

Title: Performance Review Guidelines

Category: Performance Management

Performance reviews are conducted twice per year. Employees are evaluated based on goal achievement, collaboration, communication, and skill development. Managers are responsible for providing written feedback and setting development goals for the next review cycle.

Employees may request a feedback discussion meeting after receiving their performance review.

Document 4: Onboarding Process

Title: Employee Onboarding

Category: HR Process

New employees must complete mandatory onboarding tasks within their first 30 days. This includes signing employment documents, completing security training, and attending orientation sessions.

A welcome email is sent automatically on the employee's first working day.