

Company HR Information and Vacation Policy

1. Overview

Our company supports a balanced work-life approach, with structured vacation days based on employee seniority. Below is a summary of the vacation policy, as well as general HR insights derived from company records.

2. Vacation Policy

Seniority Level	Annual Vacation Days
Junior	14 days
Mid	18 days
Senior	24 days

- Employees with over 10 years of service receive 2 extra days annually.
- Vacation accrual resets each calendar year.

3. Employee Insights

- **Departments:** Engineering has the largest headcount.
- **Seniority Distribution:** Approximately 43% of employees are at the senior level.
- **Average Tenure:** The average employee tenure is approximately 7 years, reflecting a stable workforce.
- **Salary Ranges:**
 - Junior staff: 60,000–70,000 USD
 - Mid-level: 70,000–80,000 USD
 - Senior staff: 95,000–130,000 USD

4. Notes

- HR encourages employees to fully utilize their vacation allowance to promote well-being.
- Employees can check their remaining vacation days through the internal HR portal.