

# HR Policies — Employee Benefits & Leave Policy

## Employee Benefits & Leave Policy

*Effective Date: January 2025*

---

### Paid Time Off (PTO)

- Vacation Days: 20 per calendar year.
- Sick Leave: 10 days annually.
- Parental Leave: 12 weeks paid leave.

---

### Health Insurance

- Full medical, dental, and vision coverage from Day 1.
- Option to enroll family members.

---

### Retirement Plan

- Company matches 5% of employee contributions to the 401(k) plan.

---

### Work From Home Policy

- Employees may work remotely up to 3 days per week.
- Exceptions require manager approval.

---

### Learning & Development

- Annual learning stipend of \$1,000.
- Access to company-sponsored online courses.

---

### Contact HR

For questions, email [hr@companyexample.com](mailto:hr@companyexample.com)