

## EMPLOYEE HANDBOOK

### PAID LEAVE POLICY

All full-time employees are entitled to 20 days of paid leave per year.

Part-time employees receive 10 days of paid leave annually.

Paid leave can be used for vacation, personal time, or sick days.

### WORK FROM HOME POLICY

Employees may work from home up to 3 days per week with manager approval.

All remote work must be pre-approved and documented.

### HEALTH BENEFITS

The company provides comprehensive health insurance covering medical, dental, and vision.

Employee contribution is 20% of the premium cost.

Coverage begins on the first day of employment.

### PERFORMANCE REVIEW

Annual performance reviews are conducted every December.

Mid-year check-ins occur in June.

Performance ratings determine salary adjustments and bonus eligibility.