

Employee Handbook - HR Policies

ABC Manufacturing Facility

Vacation and Time Off Policy

Vacation Accrual:

- Employees accrue 15 days of paid vacation per year
- Accrual begins after 90-day probationary period
- Maximum carryover: 5 days into next calendar year
- Must be requested 2 weeks in advance for periods over 3 days

Sick Leave:

- 10 days paid sick leave per year
- Can be used for personal illness or family care
- Doctor's note required for absences over 3 consecutive days
- Unused sick leave does not carry over

Holidays:

- 10 paid company holidays per year
- Holiday schedule posted in January
- If holiday falls on weekend, observed on Friday or Monday

Time Off Request Process:

1. Submit request through HR portal
2. Manager approval required
3. Confirmation email within 48 hours
4. Denied requests can be appealed to HR

Benefits Information

Health Insurance:

- Eligibility begins first day of month after 30 days employment
- Company covers 80% of premiums for employee
- 60% coverage for dependents
- Three plan options: PPO, HMO, High-deductible

Retirement Plans:

- 401(k) with 5% company match
- Immediate enrollment available

- Vesting: 20% per year, fully vested after 5 years

Employee Assistance Program:

- Free confidential counseling (6 sessions per year)
- Financial planning resources
- Legal consultation services
- Available 24/7 at 1-800-EAP-HELP

New Employee Onboarding

First Day Checklist:

- Report to HR at 8:00 AM
- Bring: Photo ID, Social Security card, direct deposit information
- Complete I-9 verification
- Benefits enrollment (30-day window)
- Receive security badge and parking pass
- IT equipment setup
- Department orientation at 1:00 PM

First Week:

- Complete mandatory safety training (Day 2)
- Shadow experienced team member (Days 2-3)
- Review department procedures (Day 4)
- One-on-one with manager (Day 5)

30/60/90 Day Check-ins:

- Scheduled performance reviews with manager
- Address any questions or concerns
- Goal setting and development planning