

## Company HR Policy Handbook

### 1. Leave Policy

- 20 paid vacation days per year.
- 10 sick leave days annually.
- 16 weeks paid maternity leave.
- 2 weeks paid paternity leave.

### 2. Work Hours

- 9:00 AM–6:00 PM, Monday–Friday.
- Flexible hours with manager approval.

### 3. Remote Work

- Up to 3 remote days per week.
- VPN required for remote access.

### 4. Benefits

- Medical, dental, vision coverage.
- \$300 annual wellness reimbursement.
- Mental health support & EAP.

### 5. Onboarding

- Orientation within first 5 business days.
- Laptop provisioned & secured by IT.