

Acme Corporation Employee Handbook

Remote Work Policy

Acme Corporation supports flexible work arrangements including remote work options. Employees may work remotely up to 3 days per week with manager approval. Full-time remote work requires VP-level approval.

Remote workers must maintain a dedicated workspace with reliable internet connection (minimum 50 Mbps). They must be available during core business hours (10 AM - 3 PM in their local timezone).

All company data must be accessed through the company VPN. Employees must use company-provided laptops and follow all security protocols including two-factor authentication.

Vacation and Time Off

Full-time employees receive 20 days of paid time off (PTO) per year, accrued at 1.67 days per month. Part-time employees receive prorated PTO based on their work schedule.

In addition to PTO, employees receive 10 paid holidays per year including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas (2 days), and 2 floating holidays.

Unused PTO can be carried over to the next year up to a maximum of 5 days. Any PTO beyond this limit will be forfeited. Employees are encouraged to use their time off for work-life balance.

Health Benefits

Acme Corporation offers comprehensive health insurance plans including medical, dental, and vision coverage. The company covers 80% of premiums for employees and 50% for dependents.

Employees can choose between three medical plan options: a PPO plan with broader network access, an HMO plan with lower premiums, or a High Deductible Health Plan (HDHP) with HSA eligibility.

Additional benefits include life insurance (2x annual salary), short-term and long-term disability insurance, an Employee Assistance Program (EAP), and a wellness program with gym membership subsidies.

Professional Development

Acme Corporation is committed to employee growth. Each employee has an annual learning budget of \$2,500 for courses, conferences, certifications, and books related to their role.

The company offers internal training programs, mentorship opportunities, and a tuition reimbursement program for degree programs related to the employee's career path (up to \$5,000 per year).

Employees are encouraged to spend 10% of their work time (approximately 4 hours per week) on learning and professional development activities.