

XYZ Company Onboarding Manual

Welcome to XYZ Company! This manual has been created to provide an overview of our company's policies and procedures, ensuring a smooth and informed integration for all new employees. Please read the following information carefully.

1. Work Hours and Flexible Schedule

1.1 Work Hours

At XYZ Company, the standard work hours are Monday through Friday, from 9:00 AM to 6:00 PM, with a one-hour lunch break. Hours may be adjusted based on departmental needs and the role performed by the employee.

1.2 Flexible Schedule

We offer a flexible schedule program to allow for a better work-life balance. Employees may adjust their start and end times, provided they complete the required 40-hour workweek and obtain approval from their supervisors.

2. Work Regime

2.1 On-Site Regime

Most of our employees work on-site at our facilities. It is necessary to use an access badge and adhere to workplace safety regulations.

2.2 Hybrid Regime

Some departments allow a hybrid work regime, where employees can alternate between remote and on-site work. This regime must be approved by the manager and is subject to specific agreements.

2.3 Remote Work

Remote work is permitted for positions that do not require constant physical presence. Employees need to submit a request form and obtain approval from the Human Resources (HR) department.

3. Timekeeping

3.1 Time Registration

All employees must record their time of entry and exit daily. The timekeeping system used is electronic and is available at all company access points.

3.2 Time Correction

In case of timekeeping errors, the employee must report the issue to HR within 48 hours for correction.

4. Absences

4.1 Temporary Absences

Temporary absences, such as vacations or medical leave, must be requested at least 15 days in advance, except in emergencies. Requests should be made through the internal leave management system.

4.2 Extended Absences

For extended absences, a medical report or formal justification is required. The employee must keep in regular contact with HR for updates on the status of the absence.

5. Medical Certificates

5.1 Submission of Certificates

Medical certificates must be submitted to HR within 24 hours of the start of the absence. The document can be sent by email or delivered in person.

5.2 Validation

The medical certificate will be validated by the occupational health department. The company reserves the right to request additional tests if necessary.

6. Employee Benefits

6.1 Health Plan

We offer a comprehensive health plan, including medical consultations, tests, and hospitalizations. Dependent coverage is optional.

6.2 Meal Voucher

All employees receive a monthly meal voucher to cover food expenses during working hours.

6.3 Life Insurance

All employees are covered by life insurance, with the option to include dependents.

6.4 Childcare Assistance

Childcare assistance is provided for employees with young children to help with childcare expenses.

7. Vacation

7.1 Vacation Period

Employees are entitled to 30 days of annual vacation, accrued after 12 months of work. Vacation requests must be made at least 30 days in advance.

7.2 Scheduling

Vacation scheduling must be approved by the immediate supervisor and HR to ensure adequate coverage of duties.

8. Time Tracking

8.1 Recording

Overtime must be recorded daily in the electronic timekeeping system. Overtime is paid according to current legislation and internal policies.

8.2 Approval

Overtime must be approved by the immediate supervisor before being processed for payment.

9. Reclassifications

9.1 Position Review

Reclassifications are conducted periodically to adjust positions and responsibilities based on performance and changes in the company structure. Employees may request a position review after 18 months of employment.

9.2 Process

The reclassification process includes a performance review, manager feedback, and market analysis to ensure fair compensation.

10. Travel Requests

10.1 Request Process

Travel requests must be made through the internal travel management system, with at least 15 days' notice. Details about the purpose of the trip and itinerary must be provided.

10.2 Approval

All travel requests must be approved by the immediate supervisor and the finance department.

11. Travel Expense Reimbursement

11.1 Reimbursement of Expenses

Expenses related to travel must be documented and submitted to the finance department for reimbursement. Receipts must be attached to the expense report.

11.2 Reporting Deadline

Expense reports must be submitted within 10 days of returning from the trip. Unjustified or unauthorized expenses may not be reimbursed.