

## **Auxilium Corp HR Policy Manual**

**Last Updated: April 01, 2025**

### **1. Attendance Policy**

**Employees must report absences to their manager and HR within 2 hours of their start time.**

**Excessive unexcused absences (3+ in 90 days) may lead to a performance review.**

### **2. Leave Policy**

**Vacation: 15 days/year (accrues monthly), increasing to 20 days after 5 years. Submit requests via HR Portal 2 weeks in advance.**

**Sick Leave: 10 days/year. Medical documentation required after 3 consecutive days.**

**Parental Leave: 12 weeks paid for birth/adoption; apply 30 days in advance.**

**Bereavement: Up to 5 days paid for immediate family loss.**

### **3. Performance Reviews**

**Conducted biannually (June and December). Includes self-assessment and manager feedback.**

### **4. Disciplinary Process**

**Steps: Verbal warning, written warning, performance improvement plan, termination.**

**Appeals can be made to HR within 7 days.**

**Full manual available on HR Portal.**