

HR Policy Document – Employee Guidelines

Section 1: Leave Policies

- **Sick Leave:** All full-time employees are entitled to 12 paid sick days per calendar year.
- **Vacation Leave:** Employees are granted 15 vacation days per year, subject to prior managerial approval.
- **Personal Leave:** Up to 3 personal days may be taken for emergencies or special occasions. Documentation may be required.

Section 2: Work-from-Home Guidelines

- **Eligibility:** Employees who have completed at least 6 months of service are eligible for remote work.
- **Schedule:** Remote work is permitted up to two days per week, unless a different schedule is agreed upon with management.
- **Equipment & Connectivity:** The company provides necessary hardware support. Employees must ensure they have a reliable internet connection and adhere to data security policies while working remotely.

Section 3: Expense Reimbursement

- **Business Expenses:** Employees must submit receipts and supporting documentation within 30 days of incurring the expense.
- **Eligible Expenses:** Includes travel, meals, accommodation, and approved business-related expenditures.
- **Submission Process:** Expense claims should be submitted through the online portal. Reimbursements are processed within 14 business days upon approval.

Section 4: Employee Benefits

- **Health Insurance:** Full-time employees receive comprehensive health insurance coverage that includes medical, dental, and vision care.
- **Retirement Plans:** The company offers a 401(k) plan with matching contributions of up to 5% of the employee's salary.
- **Wellness Programs:** Employees have access to wellness programs including fitness memberships, health screenings, and stress management workshops.

Additional Information:

For more detailed information or any policy updates, please refer to the complete HR Policy Manual available on the company intranet or contact the HR department directly.