

Employee Handbook 2026

1. Annual Leave Policy

All full-time employees are entitled to 15 days of paid annual leave per calendar year. Leave accrues at 1.25 days per month. Unused leave may be carried over to the next year up to a maximum of 5 days. Employees must submit leave requests at least 5 business days in advance through the HR portal. Requests exceeding 5 consecutive days require manager and HR approval.

2. Salary Structure

The company follows a transparent salary banding system. Below is the salary grid effective January 2026:

Grade	Title	Base Salary (USD)	Annual Bonus %	Stock Options
L1	Junior Associate	55,000 - 65,000	5%	None
L2	Associate	65,000 - 80,000	8%	500 units
L3	Senior Associate	80,000 - 100,000	12%	1,000 units
L4	Manager	100,000 - 130,000	15%	2,500 units
L5	Senior Manager	130,000 - 170,000	20%	5,000 units
L6	Director	170,000 - 220,000	25%	10,000 units

3. Remote Work Policy

Employees may work remotely up to 3 days per week with manager approval. Core collaboration hours are 10:00 AM to 3:00 PM local time. Employees must maintain a dedicated workspace and stable internet connection (minimum 50 Mbps). Remote work privileges may be adjusted based on team needs and performance reviews.

4. Performance Review Process

Performance reviews are conducted semi-annually (June and December). The process includes self-assessment, peer feedback (minimum 3 peers), and manager evaluation. Ratings follow a 5-point scale: Exceptional, Exceeds Expectations, Meets Expectations, Needs Improvement, Unsatisfactory. Promotions are considered during the December cycle and require a rating of Exceeds Expectations or above for two consecutive cycles.