**Company XYZ Employee Handbook**

**I. Holidays**

At Company XYZ, we recognize the importance of work-life balance and the need for employees to rest and recharge. To support this, we offer the following paid holidays:

1. **New Year’s Day** – January 1st
2. **Martin Luther King Jr. Day** – Third Monday in January
3. **Presidents’ Day** – Third Monday in February
4. **Memorial Day** – Last Monday in May
5. **Independence Day** – July 4th
6. **Labor Day** – First Monday in September
7. **Thanksgiving Day** – Fourth Thursday in November
8. **Day After Thanksgiving** – Fourth Friday in November
9. **Christmas Eve** – December 24th
10. **Christmas Day** – December 25th
11. **Floating Holiday** – Employees may choose one additional day per calendar year to observe as a holiday.

**II. Dress Code**

At Company XYZ, we believe that our dress code reflects our company culture and our commitment to professionalism. We have established the following dress code guidelines:

1. **Business Casual** – Monday through Thursday:
   * Men: Dress slacks or chinos, button-up shirts, polos, or sweaters.
   * Women: Dresses, skirts, dress slacks, blouses, or sweaters.
   * Footwear: Closed-toe shoes preferred. Heels, loafers, and flats are acceptable.
2. **Casual Fridays**:
   * Employees may wear jeans, casual shirts, and sneakers. However, clothing should still be neat and appropriate for the workplace.
3. **Special Occasions**:
   * Formal Business Attire: Required for client meetings, presentations, and special company events. This includes suits, ties, and professional dresses.
   * Theme Days: Occasionally, we will have theme days where employees are encouraged to dress according to the chosen theme.
4. **General Guidelines**:
   * Clothing must be clean, neat, and free of rips or holes.
   * No offensive graphics or slogans on clothing.
   * Avoid overly casual items such as shorts, flip-flops, or athletic wear except on Casual Fridays.

**III. Employee Benefits**

Company XYZ is committed to providing a comprehensive benefits package to support the well-being of our employees and their families. The benefits include:

1. **Health Insurance**:
   * Full-time employees are eligible for health, dental, and vision insurance. The company covers 80% of the premium cost.
2. **Retirement Plan**:
   * Employees are eligible to participate in a 401(k) retirement plan with a company match of up to 5% of the employee’s salary.
3. **Paid Time Off (PTO)**:
   * Employees accrue 15 days of PTO annually, which can be used for vacation, personal days, or sick leave.
4. **Parental Leave**:
   * New parents are eligible for up to 12 weeks of paid parental leave for the birth or adoption of a child.
5. **Professional Development**:
   * The company offers an annual stipend of $1,500 for job-related courses, workshops, or certifications.
6. **Employee Assistance Program (EAP)**:
   * Free and confidential counseling services are available to employees and their immediate family members.
7. **Wellness Programs**:
   * Access to an on-site gym, wellness workshops, and mental health support services.
8. **Commuter Benefits**:
   * Pre-tax benefits for public transportation or parking expenses.