

HR Policy Handbook (Synthetic Data)

This handbook provides a synthetic overview of company HR policies, including vacation, leave, expenses, remote work, and general workplace guidelines. This document is intended for demonstration purposes with RAG chatbots.

Vacation Policy

Eligibility

All full-time employees are eligible for paid vacation leave. Part-time employees accrue vacation on a prorated basis. Vacation begins accruing immediately upon hire.

Accrual

Employees accrue 1.25 vacation days per month (equivalent to 15 days annually). Unused vacation days can be carried over up to a maximum of 10 days.

Approval Process

Vacation requests must be submitted at least 2 weeks in advance through the HR portal. Managers must approve based on business needs.

Expense Reimbursement Policy

Eligible Expenses

Employees may claim reimbursement for travel, lodging, meals during business trips, and approved office supplies. Personal expenses are not eligible.

Submission Process

Expense reports must be submitted within 30 days of the expense using the company's expense management system. Original receipts must be attached.

Approval

Managers must review and approve expenses. Finance will process reimbursement within two payroll cycles.

Remote Work Policy

Eligibility

Employees in eligible roles may request remote work arrangements. Eligibility is subject to manager approval and business requirements.

Work Hours

Remote employees must be available during core business hours (9 AM – 3 PM local time).

Equipment

The company provides laptops and approved accessories. Employees are responsible for maintaining internet connectivity.

General Workplace Guidelines

Code of Conduct

All employees are expected to uphold professional behavior, respect colleagues, and comply with company values.

Attendance

Employees should adhere to their scheduled work hours. Absences must be reported to supervisors promptly.

Dress Code

Employees should maintain a professional appearance during client interactions. Business casual is generally acceptable.

Leave of Absence Policy

Types of Leave

The company provides parental leave, medical leave, and unpaid personal leave. Duration varies depending on the type of leave.

Request Process

Employees must submit leave requests through the HR portal. Medical documentation may be required for extended absences.

Job Protection

Approved leaves are job-protected, and employees are entitled to return to their roles or equivalent positions upon completion of leave.