Employee Policies and Benefits

# Time Off

* - 20 days paid vacation annually
* - 10 paid holidays per year
* - 5 sick days annually
* - Vacation accrued monthly (1.67 days)
* - Minimum 2 weeks notice for vacation requests

# Parental Leave

* - 12 weeks paid leave for primary caregivers
* - 4 weeks paid leave for secondary caregivers
* - Must be employed for 6 months to be eligible
* - Additional unpaid leave available upon request
* - Return-to-work transition program available

# Health Benefits

* - Medical coverage starts first of month after hire
* - Dental and vision coverage included
* - 80% employer contribution to premiums
* - FSA and HSA options available
* - Annual enrollment period in November

# Remote Work

* - Hybrid work model (3 days office/2 days remote)
* - Remote work agreement required
* - Must maintain core hours (10am-3pm)
* - Equipment provided for home office
* - Regular check-ins with manager required

# Performance Reviews

* - Bi-annual reviews (June and December)
* - Self-assessment required
* - Peer feedback incorporated
* - Goal-setting and development planning
* - Merit increases based on performance

# Professional Development

* - Annual learning budget: $2,000
* - Conference attendance supported
* - Internal training programs available
* - Tuition reimbursement program
* - Professional certification support

# Workplace Conduct

* - Zero tolerance for harassment
* - Equal opportunity employer
* - Business casual dress code
* - Confidentiality requirements
* - Social media guidelines

# Contact Information

* - HR Portal: hr.company.com
* - HR Hotline: 1-800-HR-HELP
* - Benefits Questions: benefits@company.com
* - Anonymous Reporting: ethics@company.com