All employees are entitled to 20 days of paid vacation annually. Vacation must be approved by the team manager in advance.

Sick leave policies require medical certification for absences longer than two days. Employees are allotted 10 paid sick days each year.

Remote work is allowed for up to three days a week with manager approval. Employees must remain reachable during business hours.

Performance reviews are conducted bi-annually. These reviews are used for bonuses and promotions.