

Welcome to the company.

Table of Contents

- 1. Introduction
- 2. Benefits
- 3. Work Hours

## 2. Benefits - Sick Days

Employees receive 5 sick days (40 hours) per year.

Unused sick time rolls over, capped at 64 hours.

## 2. Benefits - Vacation

Employees accrue up to 80 hours of vacation per year.

There is no rollover for vacation days.

### 3. Work Hours

The standard workweek is 40 hours.

Core hours are Monday through Friday, 9am to 5pm.