

XYZ Company

HR & Benefits Handbook - Part 2

Appendices • Procedures • Templates • Implementation Guide

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This section operationalizes the policies in the main handbook and contains processes, templates, and checklists. Numbers and texts are illustrative; actual details may vary by role and location.

12) Definitions & Acronyms

Term	Definition
Open Enrollment	Annual period when private health insurance plan changes can be made.
ADR	Architecture/Decision Record: documented record of key decisions.
Parental Leave	Paid leave granted by the company in addition to statutory entitlements.
Per Diem	Daily limit/payment for business travel expenses.
HR Portal	System for leave, expenses, learning, and self-service transactions.
OHS	Occupational Health & Safety practices.
Data Privacy Law	Local personal data protection law (e.g., KVKK in Türkiye).
Least Privilege	Access principle of granting the minimum necessary privileges.
RCA	Root Cause Analysis report.

13) Forms & Templates

The summary below lists the main forms. Latest versions are in HR Portal > Documents.

Form/Template	Purpose	Required Fields
Annual Leave Request	Plan and approve annual leave.	Date range, number of days, delegator
Parental Leave Request	Apply for statutory + company-paid leave.	Start date, leave type, supporting documents
Expense Claim	Expense reimbursement.	Category, amount, currency, receipts
Equipment Request	Hardware/software request.	Justification, item type, urgency level
Remote Work Declaration	Declare remote work conditions.	Address, ergonomics attestation, supervisor approval
Misconduct Report	Report harassment, mobbing, ethics violations.	Incident details, date/time, witnesses/evidence

14) Leave Process Flow (Summary)

- 1 Employee creates a leave request in the HR Portal by entering the date range.

- 2 System performs a pre-check based on seniority and balance.
- 3 Line manager reviews; may request date revisions if needed.
- 4 Upon approval, the team calendar is updated and delegation notes are sent.
- 5 Upon return, the employee confirms actual vs. requested usage.

15) Example Scenarios & Guidance

Scenario A: Extended sick leave

- If the medical leave exceeds the initial report, upload the additional report and notify HR. Pay/benefit handling follows law and plan terms.

Scenario B: Year-end leave carryover request

- As a rule, carryover is not allowed; limited exceptions may be approved for critical operations.

Scenario C: Phased return after childbirth

- Option: first 4 weeks at 50% workload, next 4 weeks at 80%, subject to team capacity planning.

16) Performance & Compensation Framework (Summary)

The performance cycle includes biannual feedback and an annual calibration session. Pay bands are defined by role and level. The figures below are examples; actual values are published in the annual compensation policy.

Level	Title Example	Band (MONTHLY GROSS TRY)
L1	Associate	45,000 – 60,000
L2	Specialist	60,000 – 85,000
L3	Senior Specialist	85,000 – 115,000
L4	Team Lead	115,000 – 150,000
L5	Manager	150,000 – 200,000

Annual Evaluation Criteria:

- Goal Achievement (OKR/KPI alignment)
- Competency Model (collaboration, problem solving, customer focus)
- Contribution to Values Alignment
- Quality & Frequency of Feedback

17) Disciplinary Process & Misconduct Management

XYZ Company applies a fair and transparent disciplinary framework. Context and evidence are considered for each case. The steps below represent the general framework.

Stage	Description
Verbal Warning	Manager communicates expectations; note recorded.
Written Warning	Formal letter including violation, date, and expectations.
Final Warning	Applied for repeated or serious violations.
Termination Review	For severe breaches, termination is evaluated per law.

Violation Categories (Examples): Time Management, Security Breach, Harassment, Confidentiality Breach, Inappropriate Conduct.

18) Personal Data Processing Inventory Summary

Data Category	Examples	Purpose	Retention
Identity/Contact	Name, national ID, address, email	Hiring and payroll	Up to 10 years after end of employment
Financial	IBAN, salary information	Payments and legal obligations	10 years
Health (special)	Medical report, disability info	Legal leaves, OHS, benefits	Minimum statutory period
Performance	Goals, evaluation	Development planning, compensation	3 years
IT Logs	Access logs	Security and audit	2 years

Privacy notices and consent procedures are published on the HR Portal. Data subject requests: privacy@xyzcompany.com

19) Audit & Evidence Requirements

- Leave records (request, approval, return confirmation) — retain for 10 years
- Expense claims and receipts — retain for 10 years
- Training attendance lists and certificates — retain for 5 years
- Disciplinary correspondence and decisions — retain per case
- Access and security logs — retain for 2 years

Single source of truth: Records in the HR Portal prevail; email is supportive only.

20) Extended FAQ

- How is my seniority calculated?

Based on the employment start date and continuous service; unpaid leaves may be treated differently in calculations.

- Which expenses are non-reimbursable?

Personal expenses, luxury class differences, and unapproved items are not reimbursed.

- How is confidentiality protected in misconduct reporting?

Channels have limited access; identity protection and anti-retaliation principles apply.

- Is my hybrid day count fixed?

Scheduled periodically based on team needs; changes are communicated in advance.

- Can I cash out my benefits?

As a rule, no; cash-out is only possible if compliant with law and contract.

21) Change Log (Changelog)

v1.1 (17.08.2025) — Expanded parental leave examples; added disciplinary process table; updated data retention periods.

v1.0 (17.08.2025) — Initial release (Core policies and benefits).

22) Additional Templates: Communication Drafts

— Leave Approval

Subject: [Annual Leave Approved] —

Hello ,

Your annual leave request for has been approved.

Best,

Manager

— Expense Reimbursement Request

Subject: [Expense Claim] —

Hello Finance,

Please find attached the relevant receipts and details. Kindly advise on the reimbursement timeline.

Thanks,

— Misconduct Report

Subject: [Confidential] Ethics Violation Report

Hello HR,

I would like to confidentially report . Evidence/attachments are available.

Regards,

— End —