

# Employee Handbook

ACME Corporation - 2024 Edition

## 1. Working Hours

Standard working hours are 9:00 AM to 5:00 PM, Monday through Friday.

Flexible work arrangements are available with manager approval.

Remote work is permitted up to 3 days per week.

## 2. Paid Time Off (PTO)

- New employees: 15 days per year
- After 3 years: 20 days per year
- After 5 years: 25 days per year
- Sick leave: 10 days per year (separate from PTO)

## 3. Benefits

- Health insurance (medical, dental, vision)
- 401(k) with 4% company match
- Life insurance (2x annual salary)
- Professional development: \$2,000 annual budget
- Gym membership reimbursement: \$50/month

## 4. Code of Conduct

All employees are expected to maintain professional behavior, respect colleagues, and uphold company values of integrity, innovation, and collaboration.