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ACME CORPORATION - HR POLICIES 2026

Employee Handbook Summary

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Document ID: HR-POL-2026-001

Last Updated: January 1, 2026

Applies To: All Full-Time and Part-Time Employees

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1. LEAVE POLICIES

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1.1 ANNUAL LEAVE (PAID TIME OFF)

Eligibility: All full-time employees with 3+ months tenure

Entitlement:

- 0-2 years service: 15 days per year
- 2-5 years service: 20 days per year
- 5+ years service: 25 days per year

Carry Forward: Maximum 5 days can be carried to next year

Process: Submit leave request in HR Portal > My Leave > Apply

Approval: Manager approval required (minimum 3 days advance notice)

Contact: leave-queries@acme.com

1.2 SICK LEAVE

Eligibility: All employees from day 1

Entitlement: 12 days per year (non-cumulative)

Documentation: Medical certificate required for 3+ consecutive days

Process: Notify manager via email/call, submit in HR Portal within 48 hours

Contact: hr-support@acme.com

1.3 PARENTAL LEAVE

Maternity Leave: 26 weeks paid leave (eligible after 6 months tenure)

Paternity Leave: 4 weeks paid leave (eligible after 6 months tenure)

Adoption Leave: 12 weeks paid leave

Process: Submit application 8 weeks before expected date

Contact: parental-leave@acme.com

1.4 BEREAVEMENT LEAVE

Immediate Family: 5 days paid leave

Extended Family: 3 days paid leave

Process: Notify manager immediately, submit in HR Portal

Contact: hr-support@acme.com

2. WORK FROM HOME POLICY

2.1 HYBRID WORK MODEL

Eligibility: Full-time employees with 3+ months tenure

Entitlement: Up to 2 days per week remote work

Mandatory Office Days: Tuesday and Thursday

Approval: Manager approval required

Equipment: Company provides laptop, monitor on request

2.2 FULL REMOTE WORK

Eligibility: Roles designated as "Remote-Eligible" only

Approval: Department Head + HR approval required

Review: Quarterly performance review mandatory

Process: Submit request via HR Portal > Remote Work > Full Remote Application

2.3 REMOTE WORK REQUIREMENTS

- Stable internet connection (minimum 50 Mbps)
- Dedicated workspace
- Available during core hours (10 AM - 4 PM local time)
- VPN connection mandatory for company systems

Contact: remote-work@acme.com

3. BENEFITS

3.1 HEALTH INSURANCE

Eligibility: All full-time employees from day 1

Coverage: Employee + Spouse + 2 Children

Provider: BlueCross HealthPlus Plan

Annual Limit: \$500,000

Dental & Vision: Included in standard plan

Process: Enroll via HR Portal > Benefits > Health Insurance

Contact: benefits@acme.com

3.2 LIFE INSURANCE

Coverage: 2x Annual Salary

Eligibility: All full-time employees

Nomination: Update beneficiary in HR Portal > Benefits > Life Insurance

3.3 RETIREMENT BENEFITS (401K)

Eligibility: After 6 months of employment

Company Match: 100% match up to 4% of salary

Vesting: 3-year graded vesting schedule

Provider: Fidelity Investments

Enrollment: HR Portal > Benefits > 401k Enrollment

Contact: 401k-support@acme.com

3.4 EMPLOYEE ASSISTANCE PROGRAM (EAP)

Services: Mental health counseling, financial advice, legal support

Sessions: 6 free sessions per year

Provider: LifeWorks EAP

Access: 1-800-EAP-ACME (24/7 confidential helpline)

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4. HOLIDAYS 2026

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Company Holidays (Paid):

1. January 1 - New Year's Day
2. January 20 - Martin Luther King Jr. Day
3. February 17 - Presidents' Day
4. May 26 - Memorial Day
5. July 4 - Independence Day
6. September 1 - Labor Day
7. November 27 - Thanksgiving Day
8. November 28 - Day After Thanksgiving
9. December 24 - Christmas Eve
10. December 25 - Christmas Day

Floating Holiday: 2 additional days (employee's choice)

Process: Book floating holidays via HR Portal > Holidays

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5. PERFORMANCE & REVIEWS

5.1 PERFORMANCE REVIEW CYCLE

Frequency: Bi-annual (June and December)

Components:

- Self-assessment
- Manager assessment
- 360-degree feedback (for managers)
- Goal setting for next period

Process: Complete review in HR Portal > Performance

5.2 PROMOTION POLICY

Eligibility: Minimum 12 months in current role

Requirements: Exceeds expectations in last 2 review cycles

Process: Manager nomination + HR review + Department Head approval

6. CODE OF CONDUCT

6.1 WORKPLACE BEHAVIOR

- Treat all colleagues with respect and dignity
- Zero tolerance for harassment or discrimination

- Maintain professional conduct in all interactions
- Report violations to HR or Ethics Hotline

6.2 DRESS CODE

Office Days: Business casual

Client Meetings: Business professional

Fridays: Casual (jeans permitted)

6.3 CONFIDENTIALITY

- Protect company and client information
- Do not share internal data externally
- Use secure channels for sensitive information
- Report data breaches immediately to IT Security

7. CONTACT INFORMATION

General HR Queries: hr-support@aviradigital11.com

Leave Management: leave-queries@ aviradigital12.com

Benefits: benefits@ aviradigital13.com

Payroll: payroll@aviradigital14.com

Remote Work: remote-work@ aviradigital15.com

Ethics Hotline: 1-800-ETHICS-ACME (anonymous)

HR Portal: <https://hr.aviradigital16.com>

HR Business Partners:

- Engineering: hr-bp-engineering@ aviradigital17.com1
 - Sales & Marketing: hr-bp-sales@ aviradigital18.com
 - Operations: hr-bp-operations@ aviradigital19.com
 - Corporate: hr-bp-corporate@ aviradigital120.com
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