Employee Handbook - SparkTech Solutions

Vacation Policy: Employees accrue 15 vacation days per year. A minimum of 5 days notice is required for vacation requests.

Work Hours: Standard work hours are 9:00 AM to 5:00 PM, Monday through Friday. Flexible scheduling is available with manager approval.

Remote Work: Employees may work remotely up to 3 days per week after completing 90 days of employment.

Benefits:

- Health insurance coverage begins after 30 days

- 401(k) matching up to 4% of salary

- Annual performance bonuses ranging from 5-15%

- Professional development budget of $2,000 per year

Leave Policies:

- Maternity leave: 12 weeks paid

- Paternity leave: 4 weeks paid

- Sick leave: 10 days per year

Contact: HR Department - hr@sparktech.com, (555) 123-4567