

NEXUSHR COMPANY POLICIES

Employee Leave Policy:

- Annual Leave: 20 days per year
- Sick Leave: 10 days per year
- Maternity Leave: 90 days
- Paternity Leave: 7 days

Working Hours:

- Standard hours: 9:00 AM to 5:00 PM
- Lunch break: 1 hour (12:00 PM to 1:00 PM)
- Total working hours: 40 hours per week

Salary Information:

- Salary is paid on the last working day of each month
- Direct deposit to employee's bank account
- Annual performance reviews in January

Benefits:

- Health insurance coverage for employee and family
- Dental and vision insurance
- 401(k) retirement plan with company matching
- Professional development budget: \$1000 per year