

Sample HR Policy Document

Company Working Hours

Our company operates Monday through Friday from 9:00 AM to 6:00 PM. Employees are expected to be present during these core working hours, with flexibility for work-from-home arrangements as approved by management.

Vacation Policy

Full-time employees are entitled to 20 days of paid vacation leave each year. Employees may request vacation time with at least two weeks' notice. Additional vacation days may be granted based on seniority and special circumstances.

Sick Leave Policy

Employees are entitled to 10 paid sick days per year. A doctor's note may be required for any sick leave exceeding three consecutive days. Employees are expected to notify their supervisor as soon as possible in case of illness.

Employee Benefits

Full-time employees are eligible for a comprehensive benefits package, including:

- Health insurance
- Dental and vision coverage
- 401(k) plan with company match
- Life insurance
- Employee Assistance Program (EAP)

Parental Leave Procedure

Employees are eligible for up to 12 weeks of paid parental leave. To apply for parental leave, employees must notify their HR representative at least 30 days in advance. A completed parental leave request form is required.