

Company Human Resources Policy Handbook

Effective Date: January 1, 2025

Applies To: All full-time and part-time employees

1. Paid Time Off (PTO) Policy

Employees accrue **1.5 days of PTO per month** of active employment.

PTO may be used for vacation, personal time, or illness.

Carryover Limit: Employees may carry over up to **40 hours** of unused PTO into the next calendar year.

Expiration: Carried-over hours must be used by **March 31st** of the following year or they will expire.

PTO Approval: PTO requests must be submitted at least two weeks in advance for planned time off.

Payout: Unused PTO will be paid out only upon separation from the company.

PTO Accrual Rates

Years of Service	Monthly Accrual (days)	Annual Accrual (days)
0–2 years	1.5	18
3–5 years	2.0	24
6+ years	2.5	30

2. Remote Work Policy

Employees may work remotely up to **three days per week**, with manager approval.

All remote work arrangements must comply with data-security standards.

The company reserves the right to modify or terminate remote work privileges at any time.

Approved Remote Work Equipment

Equipment	Provided by Company	Notes
Laptop	Yes	Company-owned, must use VPN
Monitor	Optional	Max reimbursement \$150
Headset	Yes	Noise-cancelling preferred
Internet Reimbursement	Partial	Up to \$50/month

3. Attendance & Time Reporting

Employees must record hours daily using the **HR Portal → Time Entry** system.

Unplanned absences must be reported to the manager **before 9:00 AM** on the same day.

Repeated tardiness or failure to report absences may lead to disciplinary action.

4. Benefits Summary

Benefit Type	Eligibility	Description
Health, Dental, Vision	Full-time	Enrollment within 30 days of hire
Parental Leave	All employees	8 weeks primary, 2 weeks secondary caregiver
Sick Leave	All employees	1 day/month up to 60 days
Bereavement Leave	All employees	3 days per event

5. Code of Conduct

Employees must adhere to the company's **Ethics and Confidentiality Policy**.

Workplace harassment, discrimination, or retaliation will not be tolerated.

Violations may result in disciplinary action up to termination.