

## 1. Vacation

- All employees receive 1 day off per year.
- Vacation requests must be submitted at least 2 weeks in advance.

## 2. Salary

- Salaries are paid monthly on the last working day of the month.
- Salary reviews occur annually.

## 3. Invoices

- Employee expense invoices must be submitted within 30 days.
- Receipts must be attached for reimbursement.

## 4. Remote Work

- Employees can work remotely up to 2 days per week.
- Approval from the manager is required.

## 5. Sick Leave

- Employees have 5 paid sick days per year.
- Medical certificate required for more than 2 consecutive days.