

HR POLICY DOCUMENT

Sample Company
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TABLE OF CONTENTS

- 1. Annual Leave Policy
- 2. Sick Leave Policy
- 3. Remote Work Policy
- 4. Notice Period Policy
- 5. Expense Reimbursement Policy
- 6. Parental Leave Policy
- 7. Performance Review Policy
- 8. Training and Development Policy
- 9. Code of Conduct
- 10. Working Hours Policy

1. ANNUAL LEAVE POLICY

All full-time employees are entitled to 25 days of paid annual leave per calendar year. Part-time employees receive leave on a pro-rata basis.

Employees must request annual leave at least 2 weeks in advance through the HR portal. Leave requests are subject to manager approval.

Unused annual leave can be carried over to the next year, up to a maximum of 5 days. Any unused leave beyond 5 days will be forfeited at the end of the calendar year.

2. SICK LEAVE POLICY

Employees are entitled to 10 days of paid sick leave per calendar year. A medical certificate is required for sick leave exceeding 3 consecutive days.

Sick leave does not carry over to the next year. Employees who exhaust their sick leave may apply for unpaid leave with manager approval.

3. REMOTE WORK POLICY

Employees are allowed to work remotely up to 3 days per week. Remote work must be agreed upon with the line manager and should not impact team collaboration or productivity.

Employees working remotely are expected to be available during core hours: 9:00 AM to 5:00 PM local time. A stable internet connection and a suitable work environment are the employee's responsibility.

4. NOTICE PERIOD POLICY

The notice period for resignation is 1 month for employees with less than 2 years of service. For employees with 2 or more years of service, the notice period is 2 months.

The company reserves the right to pay in lieu of notice. During the notice period, employees are expected to complete all pending work and assist with handover.

5. EXPENSE REIMBURSEMENT POLICY

Employees can claim reimbursement for business-related expenses including travel, accommodation, meals, and equipment. All expenses must be submitted within 30 days of being incurred.

Meal allowance is capped at €50 per day for domestic travel and €75 per day for international travel. Hotel accommodation must not exceed €150 per night for domestic and €200 per night for international travel.

All expense claims must be submitted with original receipts via the HR portal. Claims without receipts will not be reimbursed.

6. PARENTAL LEAVE POLICY

Primary caregivers are entitled to 16 weeks of fully paid maternity or paternity leave. Secondary caregivers are entitled to 2 weeks of fully paid parental leave.

Employees must notify HR at least 8 weeks before the expected start of parental leave. Employees returning from parental leave are guaranteed the same or equivalent role.

7. PERFORMANCE REVIEW POLICY

Performance reviews are conducted twice a year — in June and December. All employees will receive a written performance review from their line manager.

Employees who receive an outstanding performance rating for two consecutive reviews are eligible for a salary increase of up to 10%. Employees who receive an unsatisfactory rating will be placed on a performance improvement plan.

8. TRAINING AND DEVELOPMENT POLICY

The company provides each employee with a training budget of €1,000 per year. This can be used for courses, certifications, conferences, or books relevant to the employee's role.

Training requests must be approved by the line manager and submitted to HR at least 4 weeks in advance. Unused training budget does not carry over to the next year.

9. CODE OF CONDUCT

All employees are expected to treat colleagues, clients, and partners with respect and professionalism. Harassment, discrimination, or bullying of any kind will not be tolerated and may result in immediate dismissal.

Employees must not share confidential company information with external parties. Violation of this policy may result in disciplinary action including termination.

10. WORKING HOURS POLICY

Standard working hours are 40 hours per week, Monday to Friday, 9:00 AM to 6:00 PM with a 1-hour lunch break. Flexible working arrangements can be agreed upon with the line manager.

Overtime is compensated at 1.5x the standard hourly rate for hours worked beyond 40 per week. Overtime must be pre-approved by the line manager.