# Acme Employee Policy

This is a fictional sample document for the SkillNavora AI Master Course. It is not a real company policy.

## Paid Leave

Employees get 20 days of paid leave each calendar year. Leave is earned at 1.67 days per month from the joining date.

Unused leave can be carried forward up to 5 days into the next year. Any leave above 5 days lapses on 31 December.

Employees must apply for leave in the HR portal at least 7 days in advance, except for sick leave.

## Sick Leave

Employees get 10 days of sick leave each year, separate from paid leave. A doctor's note is needed for sick leave longer than 2 days in a row.

## Expenses

Expense claims must be submitted within 30 days of the expense, with a receipt for every item above 500 rupees.

Meals during business travel are reimbursed up to 1,500 rupees per day. Alcohol is never reimbursed.

Claims are paid with the next monthly salary after the manager approves them.

## Remote Work

Employees may work remotely up to 3 days a week with their manager's approval. Teams agree their office days each quarter.

Remote work from another country needs written approval from HR and Legal, because of tax and data rules.

## Travel

All business travel is booked through the approved travel portal. Economy class is used for flights under 6 hours.

Hotels are booked at the negotiated rate where available. Travel insurance is provided by the company for every trip.

## Laptops and Security

Company laptops must use full-disk encryption and a screen lock after 5 minutes. Passwords must be at least 14 characters.

Report a lost or stolen laptop to the IT helpdesk within 24 hours. Never share customer data on personal devices or personal email.

## Learning Budget

Each employee has a learning budget of 40,000 rupees per year for courses, books and certifications related to their role.

Courses above 20,000 rupees need manager approval before purchase.