



**[Company Name]**

Employee Handbook Template  
*Updated June 2025*

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# Introduction

## Welcome Statement

On behalf of [Company Name], let us extend a warm and sincere welcome. We hope you enjoy your work here and are glad to have you with us. We understand that our employees provide the services that our customers rely upon. We believe each employee contributes directly to [Company Name]'s growth and success.

We hope your experience here will be challenging, enjoyable, and rewarding. We are excited to have you as part of our team!

## About This Handbook

This handbook was developed to provide information about the company's policies, practices, programs, and benefits. The handbook applies to all employees. It is important to read, understand, and comply with all handbook provisions. If you have any questions about the handbook, please contact your manager or the Human Resources Manager.

This handbook is not a binding contract between the company and its employees and is not intended to alter the at-will employment relationship. It's also important to remember that this handbook provides general guidelines, and other information, such as benefit plans, will be described in other documents.

The company reserves the right to modify, rescind, delete, or add to the provisions of this handbook at any time, consistent with applicable law. The company also reserves the right to interpret the policies in this handbook at its discretion.

This handbook supersedes and replaces previous handbooks.

## Employment-At-Will

Employment with [Company Name] is at-will. This means that either you or the company may terminate your employment at any time, for any reason, with or without cause, and with or without notice. Nothing in this employee handbook or in any oral or written statement limits the right to terminate employment-at-will unless otherwise dictated by state law. Only the company's President has the authority to enter into an employment agreement with any employee providing for employment other than at-will, and any such agreement must be in writing.

With the exception of employment-at-will, which can only be altered by the President, the terms and conditions of your employment with [Company Name] may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning ...*Included when you create a [custom handbook](#)*

## Equal Employment Opportunity

[Company Name] is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, sex (including pregnancy, gender identity, and sexual orientation), color, religion, national origin, age, disability, military or veteran status, or any other status protected by applicable law. This policy applies to all aspects of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

[Company Name] is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and relevant state laws. Our policy is not to discriminate against any qualified employee or applicant because of their disability. Consistent with this policy of non-discrimination, the company will evaluate requests for accommodation through an "interactive process" and will provide a reasonable accommodation to a qualified individual with a disability, allowing them to perform the essential functions of their job, provided such accommodation does not constitute an undue hardship to the company. The company reserves the right to propose an alternative accommodation, so long as such accommodation is equally effective in accommodating the disability. ...*Included when you create a [custom handbook](#)*

Any employee or job applicant who has questions regarding this policy, would like to request an accommodation, or believes they have been discriminated against, should notify their manager or the Human Resources Manager. Any individual who reports conduct in violation of this policy or participates in an investigation will not be retaliated against. If you believe that you have experienced retaliation, please report your concerns to your manager or the Human Resources Manager.

## Open Door Policy

[Company Name] values each employee and strives to provide a positive work experience. In any organization, however, disagreements among employees or between managers and employees may occasionally arise. In most situations, the individuals directly involved will resolve these disagreements on their own. If that

cannot be accomplished, our Open Door Policy provides an effective path toward resolution. If you have a job-related concern, complaint, or suggestion, you are ...*Included when you create a [custom handbook](#)*

## Employment Policies

### Employee Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications, status, and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and [Company Name].

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are typically paid hourly and are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are usually paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by [Company Name] management.

In addition to the above categories, each employee ...*Included when you create a [custom handbook](#)*

- **Regular Full-Time:** Employees who are not in temporary or probationary status and who are regularly scheduled to work the company's full-time schedule (40 hours or more per week).
- **Regular Part-Time:** Employees who are hired for an indefinite period, but who work less than a full-time schedule. These employees may work irregular hours, regularly scheduled hours every workday, or full workdays but less than 5 days per week. Part-time employment at the company means scheduled work of less than 40 hours per week. Regular part-time employees may be eligible for some company benefits.
- **Short-Term Employee:** A "short-term employee" means an individual whose employment is limited in duration and is hired for a specific short-term project, or on a temporary basis. Short-term employees are not eligible for company benefits unless required by applicable law.

## Introductory Period

The first 90 days of employment are an introductory period. This is an opportunity for [Company Name] to evaluate your performance and suitability for the role. It is also an opportunity for you to decide whether you are happy being employed at [Company Name]. The company may extend the introductory period if it desires. If at the end of the introductory period, the relationship is satisfactory to the new employee and the manager, the employment relationship will continue. Your employment both during and after ...*Included when you create a [custom handbook](#)*

## Performance Reviews

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that may need improvement. The company uses performance reviews as a tool to give feedback and to determine pay increases, promotions, coaching, disciplinary action, and/or termination. Employees should note that a performance review does not guarantee a pay increase or promotion. Written or verbal performance evaluations may be made at any time to advise employees of unacceptable performance.

Performance reviews are ...*Included when you create a [custom handbook](#)*

In addition to these formal performance evaluations, the company encourages you and your manager to discuss your job performance and career development on a frequent and ongoing basis.

## Nursing Parents Policy

[Company Name] supports breastfeeding parents by accommodating those who wish to express breast milk during the workday while separated from a nursing child.

For up to one year after the child's birth, any employee who is breastfeeding their child will be provided reasonable break times as needed to express breast milk. This duration may differ based on state law. [Company Name] will designate a private, non-bathroom space for this purpose as needed. If applicable, these breaks may run concurrent with scheduled or paid break times but are otherwise considered unpaid unless designated by state law. Where the Nursing Parents Policy and state-specific or municipality-specific mandates differ, the more generous of the two will apply.

Additionally, the company permits ...*Included when you create a [custom handbook](#)*



## Pregnancy and Childbirth Accommodations

In accordance with the Pregnant Workers Fairness Act (PWFA) and applicable state or local laws, the company is committed to providing reasonable accommodations for employees and applicants with known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would impose an undue hardship on business operations.

### Examples of Reasonable Accommodations

Accommodations will be determined on a case-by-case basis through an interactive process between the employee and the company. Examples may include, but are not limited to:

- Additional break time for rest, restroom use, meals, and hydration.
- Seating accommodations for jobs that typically require standing or vice versa.
- Schedule adjustments, remote work, or light-duty assignments.
- A temporary modification of job duties or restructuring of non-essential tasks.
- Access to a private space (not a restroom) for lactation needs.
- Modified uniforms, equipment, or devices.
- Temporary leave or reduced hours when necessary.

### Requesting an Accommodation

Employees or applicants who need an accommodation should notify their supervisor or the Human Resources Manager as soon as possible. Requests should include:  
*...Included when you create a [custom handbook](#).*

# Time Away from Work and Other Benefits

## Benefits Overview

This handbook contains descriptions of some of our current employee benefits. Many of the company's benefit plans are described in more formal plan documents available from the Human Resources Manager. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific benefit plans are available from the Human Resources Manager.

[Company Name] reserves the right to modify, amend, or terminate these ...*Included when you create a [custom handbook](#)*

## Paid Holidays

[Company Name] observes the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day (4th of July), Labor Day, Veterans Day, Thanksgiving Day, Christmas Day

Regular full-time employees will ...*Included when you create a [custom handbook](#)*

## Time Away from Work

### Paid Vacation

All regular full-time employees are entitled to accrue vacation time from their date of hire at the rate of 1.6 hours for every 40 hours worked. Part-time and temporary employees are not eligible for vacation time.

Employees must get approval from their manager prior to scheduling or using vacation time. Vacation time requests are not guaranteed to be approved; approval will be based on factors impacting the business, including seasonality, staffing levels, and/or previous vacation requests. Vacation approval is at the sole discretion of management. Employees are encouraged to proactively discuss their vacation plans with their manager and to schedule vacation time as far in advance as possible to ensure smooth operations for the company and their department.

In order to use vacation time, employees must have accrued vacation time available. The company does not allow employees to borrow against future expected accruals. Employees must use vacation time in the year in which it is earned. For states that require carry-over of accrued vacation time, an employee will cease accruing vacation time when they have accumulated the maximum amount allowable, until such time as they use any or all of those days. If a company-observed holiday falls during your use of vacation time, you will receive holiday pay for the day, and the day will not be charged to your accrued vacation time. Vacation time will be paid at the employee's regular straight-time rate of pay or base salary for the approved vacation period.

### Paid Sick Leave

Full-time employees of the company are eligible to accrue and use paid sick leave. Employees may use sick leave when they must be absent from work due to their own or a family member's illness, injury, medical appointment, or other health concern that cannot be scheduled outside of working hours. Employees may only use sick leave for the purposes described in this policy.

Employees accrue sick leave from their date of hire at the rate of 0.8 hour(s) of leave per 40 hours worked, up to a maximum of 40 hours accrued at any given time. Employees may not carry over accrued but unused sick leave from one calendar year to the next and accrued but unused sick time will not be paid out at termination unless ...*Included when you create a [custom handbook](#)*. In order to use paid sick leave, employees must have accrued sick leave available. The company does not allow employees to borrow against future expected accruals

An employee seeking to use sick leave must give at least 10 days advance notice to their manager, unless it is an emergency or other unforeseeable situation, in which case the employee must provide as much notice as possible. If an employee will be absent for multiple days, the employee must provide notice of the expected duration of the leave. The company may require an employee to submit a doctor's note or other documentation to support the use of sick leave. If a paid company holiday falls during an employee's use of sick leave and the employee is entitled to be paid for that day.

Part-time and temporary employees may also be eligible for sick time under applicable law. If state law also provides leave, the more generous accrual rate may apply. Employees should consult with the Human Resources Manager regarding the amount of sick time they accrue each pay period and any other state-specific policies that may apply.

## **Vision Insurance**

[Company Name] seeks to provide employees with competitive and comprehensive benefits to meet their wellness needs. Vision insurance is available to full-time

employees after 90 days of continuous employment. Please contact the Human Resources Manager or refer to plan documentation for further details.

## **Retirement Plan**

Regular full-time employees may be eligible to participate in the company's retirement plan after 90 days of continuous employment. This benefit provides a valuable opportunity to save for the future, with options for pre-tax and post-tax contributions. Please contact the Human Resources Manager or refer to plan documentation for further details.

## **Dental Benefits**

After completing 90 days of employment, employees are eligible to enroll in the company's dental insurance plan. Detailed information about the dental insurance plan, including coverage specifics and enrollment procedures, will be provided during the onboarding process.

## **Jury Duty**

[Company Name] understands that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will ...*Included when you create a [custom handbook](#)*

Employees who are selected for jury duty must provide a copy of their jury summons to their manager and the Human Resources Manager.

## **Military Leave**

Employees taking part in a variety of military duties may be eligible for unpaid military leave. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

The company will grant such leave in accordance with applicable state and federal laws, provided all legal requirements are satisfied and the employee returns to work

or applies for reemployment within the time prescribed by law. Except as required by applicable law, all military leave is unpaid. However, employees may use any or all of their accrued but unused vacation or other paid time off during their military service leave.

Employees requesting leave for military duty should contact the Human Resources Manager to request leave as soon as they are aware of the need for leave.

## Unpaid Leaves of Absence

Occasionally, employees may need to take a temporary leave of absence. These can be for personal, medical, or other reasons. In certain circumstances, you may wish to be temporarily released from the duties of your position with [Company Name], but may not want to submit your resignation. Under certain circumstances, you may be eligible for ...*Included when you create a [custom handbook](#)*

## Family and Medical Leave Act Leave

If an employee must be away from work because of a serious health condition of their own or a qualified family member, they may be eligible for Family and Medical Leave Act (FMLA) leave. Under the FMLA, an employee who has worked for at least 1,250 hours in the previous twelve months and who is employed at a worksite where fifty or more employees of the company work within seventy-five miles is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year are available for the following reasons:

- The birth of a child and care for the newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, child, or parent who has a serious health condition;
- Care for the employee's own serious health condition;
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member who is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces of the United States; or
- To care for a spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) who is a "covered servicemember" and who has incurred a serious injury or illness in the line of duty while on active duty in the Armed Forces.

Family and medical leave may be taken for up to twelve workweeks for ...*Included when you create a [custom handbook](#).*

## On the Job Practices and Policies

### Employment Records

In order to obtain employment, all employees are required to provide the company with personal information such as their legal name, address, and telephone number. This information is saved in the employee's personnel file. Please inform the Human Resources Manager of any changes to your personal information, including your emergency contact. Changes to your address, marital status, etc., can affect your withholding tax and benefits coverage, so it is crucial to notify the company of any changes promptly.

Employee personnel files may be ...*Included when you create a [custom handbook](#)*

### Payroll

All employees of the company are paid twice a month. The company takes care to ensure that employees receive the correct amount of pay in each paycheck and that they are paid promptly on the scheduled payday.

By law, the company is required to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions may also include ...*Included when you create a [custom handbook](#)*

### Direct Deposit

[Company Name] encourages employees to have their pay directly deposited into their bank accounts via direct deposit. Employees who wish to enroll in direct deposit can ...*Included when you create a [custom handbook](#)*

### Overtime

Non-exempt employees may be required to work beyond their regularly scheduled workday at the request of their manager. Employees are expected to cooperate with such requests.

Unless otherwise required by applicable state and federal laws, non-exempt employees will ...*Included when you create a [custom handbook](#)*

## Timekeeping

Non-exempt employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. All employees are expected to be at their workstations, ready to work at the beginning of their shift. It is up to the employee to report all time worked and to work within the scheduled and approved work hours.

Altering, falsifying, or tampering with time records, as well as recording time on another employee's time record, may result in disciplinary action, up to and including termination of employment.

It is your responsibility to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your manager, who will attempt to correct ...*Included when you create a [custom handbook](#)*

## Punctuality and Attendance

Employees are expected to arrive on time and be ready for work. Managers will provide employees with their work schedules. Should an employee have any questions regarding their work schedule, they should contact their manager. The company does not tolerate tardiness or absenteeism without communication and an acceptable excuse. Excessive tardiness or absenteeism may result in disciplinary action. Employees who will be late to or absent from work should ...*Included when you create a [custom handbook](#)*

An employee who fails to report for their scheduled workday and has not notified their manager of their tardiness or absence within the first two hours of their scheduled shift will be considered a ...*Included when you create a [custom handbook...](#)* In the case of job abandonment, the employee's final date of employment for purposes of payroll and welfare benefits will be their last day actually worked.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your manager as early as possible, but no later than the start of your workday. Asking another employee,

friend, or relative to give this notice is improper unless it is an emergency situation. Please call or email your manager, stating the nature of your absence and its expected duration, for every day that you are or plan to be absent.

## **Working Schedule**

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

Employees will be provided with ...*Included when you create a [custom handbook](#)*

## **Company Vehicles Policy**

All employees authorized to drive company-owned or leased vehicles, or personal vehicles in conducting company business, must possess a current, valid driver's license, an acceptable driving record, and an appropriate level of insurance. Any change in license status or driving record must be reported to management immediately. A valid driver's license must be in your possession at all times while operating a company vehicle or driving for company business. It is the responsibility of every employee to drive ...*Included when you create a [custom handbook...](#)*



# Standards of Conduct

## Non-Harassment / Non-Discrimination Policy

[Company Name] believes that each of us should be able to work in an environment free of discrimination and harassment. We also want to provide a safe, non-intimidating, and productive work environment. To this end, the company prohibits and will not tolerate discrimination or harassment of any kind. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state, and/or federal law, including but not limited to race, sex (including pregnancy, gender identity, and sexual orientation), color, religion, national origin, age, disability, military or veteran status. Additional protected statuses may be provided by state and local law.

The company prohibits harassment or discriminatory behavior that is offensive, abusive, threatening, intimidating, or disruptive to others. These behaviors can be verbal or physical and can include, among other things, making derogatory remarks, gestures, or jokes based on any other classification protected by applicable local, state, or federal laws, engaging in stereotyping based on such classifications, displaying or distributing cartoons, posters, or other materials based on such classifications, unwelcome touching, pinching, or other physical contact, and any form of stalking or bullying. The company also ...*Included when you create a [custom handbook](#)*

This policy applies to all employees and also applies to all interactions with independent contractors, temporary employees, and anyone else working with the company.

If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your manager. If you are unable for any reason to disclose to this person, or if you ...*Included when you create a [custom handbook](#)*

### Sexual Harassment:

Sexual Harassment is also strictly prohibited by the company. "Sexual Harassment" includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests, or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (b) such advances, requests or conduct have the purpose or effect of unreasonably

interfering with an individual's work performance by creating an intimidating, hostile, humiliating, abusive, or offensive work environment.

Examples of sexual harassment can include, but are not limited to asking for sexual favors in exchange for work benefits; displaying or distributing sexually offensive or obscene posters, cartoons, or other materials; making jokes, stories, comments, or innuendoes of a sexual nature, making sexual gestures, jokes, advances, remarks, or expressions; unwelcome touching, pinching, or other physical contact, including unwanted touching of a person's clothing or hair; whistling or catcalls; leering or intensely staring at someone's body; stalking, cyberstalking, or bullying; or blocking or impeding a person's path. It is the responsibility of the employee who is subjected to harassment or ...*Included when you create a [custom handbook](#)*

#### Reporting:

Any company employee who feels that they have been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of their manager or the Human Resources Manager. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation ...*Included when you create a [custom handbook](#)*

#### Responsibilities:

Employees, contractors, and temporary workers are responsible for complying with this policy by not engaging in the conduct prohibited by this policy, reporting all instances of alleged harassment, and cooperating in any investigation of the alleged harassment.

Managers are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors, and temporary workers understand this policy, taking harassment complaints seriously, and notifying the Human Resources Manager immediately about any complaints of sexual or other forms of harassment or discrimination.

## **Workplace Violence Prevention**

It is [Company Name]'s policy that any threats, threatening language, or any acts of aggression or violence made toward or by any company employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to immediately notify their managers, security or workplace personnel, human resources, or senior management of any suspicious behavior, concerning situations, or acts of physical violence that they observe or are aware of

that involve other employees, former employees, customers, suppliers, visitors, or other parties associated with the company. These situations include, for example, threats or acts of violence, aggressive or intimidating behavior, threatening or offensive comments or remarks, or similar behavior. Employee concerns raised under this policy will be held in confidence to the maximum possible extent. The company will not ...*Included when you create a [custom handbook](#)*

[Company Name] will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. To maintain workplace safety and the integrity of its investigation, the company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that violates these guidelines will be subject to ...*Included when you create a [custom handbook](#)*

## **Drug-Free Workplace and Testing Policy**

[Company Name] employees are responsible for helping maintain a safe and healthy work environment. Employees abusing drugs and alcohol are less productive and are a risk to the safety and productivity of our company. Therefore, the company prohibits the possession, manufacture, use, and distribution of all controlled substances in the workplace.

### Employee Assistance

The company will assist employees who wish to seek treatment for drug and alcohol addiction voluntarily.

### Drug and Alcohol Possession

- Employees have...

*Included with [custom handbook](#)*

## **Employee Conduct and Work Rules**

[Company Name] expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings as it relates to maintaining a professional work environment.

Every company ...*Included when you create a [custom handbook](#)*

- Dishonesty or falsification of company records;
- Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, or other conduct that may endanger others or damage property;
- Insubordination, failure to perform assigned duties, or failure to comply with the company's health, safety, or other lawful rules;
- Unauthorized or careless use of the company's materials, equipment, or property;
- Unauthorized and/or excessive absenteeism or tardiness;
- Lack of teamwork, poor communication, unsatisfactory performance, or unprofessional conduct;
- Sexual or other illegal harassment or discrimination;
- Unauthorized use or disclosure of the company's confidential information;
- Violation of company policy.

Engaging in any conduct the company deems inappropriate may result in disciplinary action, up to and including immediate termination.

## **Use of Computer and Communication Systems**

[Company Name] retains the right to access all company property, including computers, desks, file cabinets, storage facilities, equipment, vehicles, phones, software, files, and folders, electronic or otherwise, at any time. Employees should have no expectation of privacy when on company grounds or while using company property. All documents ...*Included when you create a [custom handbook](#)*

Upon termination, employees are required to surrender any company property they possess. Files or programs stored on company computers may not be copied for personal use. The company's computer, email, and Internet access systems are for business use only. As such, you agree and understand that the company may ...*Included when you create a [custom handbook](#)*

The company requires you to follow its rules. These rules are in no way an exhaustive list:

- Do not share your user login credentials or passwords with anyone. No employee may attempt to access another employee's computer systems or data without authorization.
- Do not install unapproved apps. Employees should not delete, examine, copy, or modify files and/or data belonging to other users without their consent.
- Do not use company resources or information for other commercial purposes or personal profit.
- Do not send harassing, obscene, sexually explicit, and/or other threatening emails. Use of company computers for immoral, illegal, or unethical purposes is prohibited and may result in immediate termination.
- Any unauthorized or deliberate action that damages or disrupts systems, alters normal performance, or causes it to malfunction is prohibited.
- Dissemination of proprietary or confidential company information without appropriate authorization is prohibited.
- Use of company computers for entertainment purposes such as playing online gambling or accessing pornographic sites is prohibited.

We ask that you use your best efforts to physically secure company equipment against loss, theft, or use by persons who have not been authorized to access our devices. In the event that any company device is ...*Included when you create a [custom handbook](#)*

## Employee-Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for employees who have legitimate business reasons for connecting a personally-owned device to the company's corporate systems or network.

The policy applies to any hardware and related software that is employee-owned or supplied and is used to access company resources or perform work for the company. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within the company's technology infrastructure. Employees are required to ...*Included when you create a [custom handbook](#)*

All materials, data, communications, and information created on, transmitted to, received or printed from, or stored or recorded on an employee-owned device, for purposes of conducting the company's business or on behalf of the company, are the property of the company, regardless of who owns the device at issue. The company reserves the right to monitor, inspect, and review any work-related communications,

data, information, or work product created by, stored by, recorded by, printed from, transmitted to, or received by employees on such personal electronic devices.

Any use of a personal mobile device ...*Included when you create a [custom handbook](#)*

## **Personal Visitors and Phone Usage**

Disruptions during working hours can lead to errors and delays. Therefore, we ask that personal telephone calls and messaging be kept to a minimum. For safety and security reasons, employees are prohibited ...*Included when you create a [custom handbook](#)*

## **Workplace Searches**

The company prioritizes the safety, protection, and well-being of employees and its business interests. The company reserves the right to search all company property for all business purposes, including compliance with company policies, protecting the company's rights, property, and interests, investigating breaches of security, and investigating possible violations of the law. Employees should ...*Included when you create a [custom handbook](#)*

Employees are expected to cooperate in the conduct of any search or inspection.

## **Smoking**

Smoking at [Company Name] ...*Included when you create a [custom handbook](#)*

## **Confidential Company Information**

The protection of the company's confidential business information and trade secrets is vital to the interests and success of our organization. "Confidential information" is information belonging to the company but not generally known to the public, including, but not limited to: customer lists and contact information, price lists, financial information, marketing plans, business strategies, and sensitive employee information. Anyone who ...*Included when you create a [custom handbook](#)*

It is important that all confidential information remains confidential and not be disclosed to others. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the company without authorization may be subject to disciplinary action up

to and including termination. Employees may be required to sign an agreement reiterating these obligations.

In the event of inadvertent disclosure of confidential information, employees must ...*Included when you create a [custom handbook](#)*

## No Solicitation / No Distribution

[Company Name] works hard to build a cooperative culture. As such, employees may not solicit for any cause or distribute literature of any kind, for any purpose during working time.

Non-employees are ...*Included when you create a [custom handbook](#)*

## Conflict of Interest Policy

Employees are expected to act in the best interests of the company and its clients by identifying and managing potential conflicts of interest. Employees must ...*Included when you create a [custom handbook](#)*

### Disclosure and Documentation

- Employees must disclose any personal, financial, or other interests that could potentially conflict with their professional responsibilities. This includes relationships with clients, vendors, or competitors that could influence decision-making.
- When a potential conflict of interest is identified, the employee must report it to their supervisor. The company will assess the situation and determine the appropriate course of action, which may include recusal from certain projects or clients.
- Employees must avoid any actions that could create the appearance of a conflict of interest. This includes accepting gifts, favors, or other benefits from clients or vendors that could influence professional judgment. Any offers of gifts or benefits must be reported to a supervisor.
- Employees should maintain records of disclosed conflicts and actions taken to mitigate them. This documentation helps ensure transparency and accountability.

Failure to disclose or manage ...*Included when you create a [custom handbook](#)*

## Company Property

Employees are prohibited from any unauthorized use of the company's property, including equipment, materials, or other items ("company property").

Improper use of company property ...*Included when you create a [custom handbook](#)*

## Health and Safety

[Company Name] takes reasonable precautions to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees, and it is ultimately the responsibility of each employee to help prevent accidents. To ensure a safe workplace, employees should ...*Included when you create a [custom handbook](#)*

In the event of a work accident or injury, employees must notify their manager immediately. Report every injury, regardless of how minor, to your manager immediately. Physical discomfort caused by repetitive tasks must also be reported.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. In the event of a fire or other emergency, dial 911 immediately. If you hear a ...*Included when you create a [custom handbook](#)*

## Hiring Relatives and Significant Others

[Company Name]'s policy is that close relatives or individuals who live with but are not legally related to company employees may be hired only if they will not be working directly for or managing their close relative cohabitant. If already employed, they cannot be transferred or promoted into such a reporting relationship. If a close relative or ...*Included when you create a [custom handbook](#)*

## Business Expense Reimbursement

Employees may be reimbursed for reasonable, pre-approved expenses incurred in the course of business. These expenses must be approved by your manager in advance. Contact your manager in advance if you have any questions about whether a business expense will be reimbursed.

## References

[Company Name] will respond to reference requests through the Human Resources Manager.



Verification of employment: Requests to verify employment will be handled by the Human Resources Manager. If contacted to verify employment, the company will provide your title and dates of employment.

## References

While the company does not provide references or letters of recommendation, [Company Name] endorses and will not ...*Included when you create a [custom handbook](#)*

## **Social Media Policy**

Information published on any social networking site should not reveal any confidential information and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The company respects the right of any employee to maintain a blog, website, or to use social media. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social sites, X, and similar sites. Any information that ...*Included when you create a [custom handbook](#)*

## **Remote Work Policy**

[Company Name] is committed to enabling remote work when possible, appropriate, and aligned with business needs. All requests to work remotely should be in writing and submitted to your manager and the Human Resources Department. All remote work arrangements must be approved in advance by the company. Permission to work remotely is at the company's discretion and can be withdrawn at any time.

If approved to work remotely, it is important to ...*Included when you create a [custom handbook](#)*

All work rules and policies apply to work performed remotely. Employees must comply with [Company Name]'s rules, policies, practices, and instructions and understand that violation of such may result in disciplinary action, up to and including termination. Employees who work remotely are subject to the same policies as other employees, including policies relating to information security and data protection.

[Company Name] assumes no ...*Included when you create a [custom handbook](#).*  
Employees agree to practice the same safety habits they would use on the company's premises and maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

# State and Local Policies

## Alabama Policies

### Alabama - Voting Leave

Employees are eligible to receive up to one hour of time off from work to vote in any municipal, county, state, or federal political **[ ...Included when you create a custom handbook ]**

### Alabama - Crime Victim Leave

All Alabama employees qualifying as crime victims may take leave from employment to either:

- Respond to a subpoena to testify in a criminal proceeding.
- Participate in the reasonable preparation of criminal proceedings.

The company may require **[ ...Included when you create a custom handbook ]**

### Alabama - Emergency Responder Leave

The company will not terminate an employee who is a member of a volunteer fire department or emergency medical service who **[ ...Included when you create a custom handbook ]**

### Alabama - Jury Duty

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. **[ ...Included when you create a custom handbook ]**

### Alabama - Meal Breaks for Young Workers

The company provides meal breaks of 30 minutes to workers ***[ ...Included when you create a custom handbook ]***

### **Alabama - Election Service Leave**

The company will not retaliate against any person who serves as a member of a local electoral board, or an ***[ ...Included when you create a custom handbook ]***

## **Alaska Policies**

### **Alaska - Paid Sick Leave**

Effective July 1, 2025, the company will provide paid sick leave to all eligible employees in accordance with Alaska law.

#### Eligibility

With some narrow exceptions, employees who work in Alaska for a private employer are entitled to receive paid sick leave. If you work in Alaska, please check with the Human Resources Manager or the Alaska Department of Labor website to confirm whether you are eligible for paid sick leave.

#### Amount of Leave and Usage

Eligible employees accrue one hour of paid sick leave for every 30 hours worked. A maximum of 40 hours per year can be accrued by employees at companies with fewer than 15 employees, while a maximum of 56 hours per year can be accrued by employees at companies with 15 or more employees. Sick time begins to accrue ***[ ...Included when you create a custom handbook ]***

### **Alaska - Voting Leave**

Employees are eligible to take sufficient time off from work to vote if they do not have two or more hours to vote between when the polls open and the employee ***[ ...Included when you create a custom handbook ]***

### **Alaska - Record-keeping Policy**

The company will retain employee records in accordance with Alaska Department of Labor rules. The following records will be kept for a period of 3 years:

***[ ...Included when you create a custom handbook ]***

### **Alaska - Witness Leave**

The company will provide leave for any employee who is summoned to be ***[ ...Included when you create a custom handbook ]***

### **Alaska - Human Rights Protections**

In accordance with the Alaska Human Rights Act (AHRA), the company does not discriminate against employees or applicants based on: ***[ ...Included when you create a custom handbook ]***

### **Alaska - Meal Breaks for Young Workers**

The company provides 30-minute meal breaks to workers ages 14-17 who work more than five consecutive hours in a shift. The meal break must occur after the first 1.5 ***[ ...Included when you create a custom handbook ]***

## **Arizona Policies**

### **Arizona - Paid Sick Leave**

The company provides paid sick leave to all eligible employees in accordance with the Fair Wages and Healthy Families Act.

#### Eligibility

All employees who work in Arizona.

#### Reasons for Leave

Sick leave may be taken for the following reasons:

- An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a psychological or physical illness, injury, or health condition; an employee's need for preventive medical care;
- Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a psychological or physical illness, injury, or health condition; care of a family member who needs preventive medical care;
- For the closure of an employee's place of business, a child's school, or place of care by order of a public health official for any health-related reason; or
- An absence due to domestic violence, sexual violence, abuse, or stalking involving the employee or any of the employee's family members.

Family member means:

- Children (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom an employee stands in loco parentis).
- A spouse or registered domestic partner.
- Parents or a spouse or registered domestic partner's parents (including biological, foster, and step-parents; adoptive parents; legal guardians; or persons who stood in loco parentis when the employee, or a spouse or domestic partner, was a minor child).
- Grandparents.
- Grandchildren.
- Siblings.

### Amount of Leave and Usage

Eligible employees **[ ...Included when you create a custom handbook ]**

### **Arizona - Voting Leave**

Employees who do not have three consecutive hours before or after their normal working hours, during the period between the time **[ ...Included when you create a custom handbook ]**

## **Arizona - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will ***[ ...Included when you create a custom handbook ]***

## **Arizona - Final Paycheck Policy**

When an employee is discharged, they will be paid within 7 days of separation, which may include mailing a check or initiating ***[ ...Included when you create a custom handbook ]***

## **Arizona - Victim Leave**

The company will provide unpaid leave to an employee who is the victim of a crime or juvenile offense. Employees may use the leave to participate in a criminal proceeding or obtain a protective order, an injunction against harassment, or any other type of order to help ensure the health, safety, or welfare of the victim or the victim's child. The company may require that the employee use (or an employee may choose to use) accrued paid vacation, personal leave, or sick leave during unpaid victim leave.

The following will be required before an employee takes leave:

- Information from the law enforcement agency from which ***[ ...Included when you create a custom handbook ]***

# **Arkansas Policies**

## **Arkansas - Voting Leave**

Employees are eligible to receive time off from work to vote.

Employees who need to take time off during their shift to vote must submit ***[ ...Included when you create a custom handbook ]***

## **Arkansas - Lactation Accommodations**

The company will provide reasonable unpaid break time to an employee who needs to express breast milk unless it would create an undue hardship. This can include a paid or unpaid break that the company already provides. The company will make a reasonable effort to provide **[ ...Included when you create a custom handbook ]**

### **Arkansas - Crime Victim Leave**

The company will provide unpaid time off to employees who need to take leave under the Arkansas Crime Victim Law.

An employer may not discharge or discipline a victim or a representative of the victim **[ ...Included when you create a custom handbook ]**

### **Arkansas - Record Keeping**

The company will retain employee records for a period of 3 years. This data includes, but is not limited to:

No particular method of record keeping is prescribed, but the data must be:

- Clear and **[ ...Included when you create a custom handbook ]**

## **California Policies**

### **California - Paid Sick Leave**

The company provides paid sick leave to all eligible employees in accordance with the Healthy Workplace Healthy Families Act of 2014.

There may be additional Paid Sick Leave policies for employees living in Berkeley, Emeryville, Long Beach, Los Angeles, Oakland, San Diego, San Francisco, Santa Monica, and West Hollywood. If applicable, contact HR for more information.

#### Eligibility

An employee who works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave.

## Reasons for Leave

Sick leave may be taken for the following reasons:

- An employee can take paid leave for ***[ ...Included when you create a custom handbook ]***

## **California - Non-Harassment Policy**

The company has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age ***[ ...Included when you create a custom handbook ]***

## **California Family Rights Act (CFRA) Leave**

Our company provides unpaid family and medical leave to eligible employees in accordance with the California Family Rights Act (CFRA).

### Eligibility

To be eligible for CFRA leave:

You must have been employed for at least 12 months (52 weeks) with the company prior to beginning CFRA leave; and

- You must have worked for the company at least 1,250 hours during the 12-month period immediately before the leave is to start (with exception).

## Reasons for Leave

You may take CFRA leave for the following reasons:

- The ***[ ...Included when you create a custom handbook ]***



## **California - Voting Leave**

Employees are eligible to receive up to a maximum of two hours of paid time off from work to vote if they do not have sufficient ***[ ...Included when you create a custom handbook ]***

## **California - Equal Employment Opportunity Policy**

The company is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ***[ ...Included when you create a custom handbook ]***

## **California - Final Paycheck**

Employees who are fired, discharged, terminated, or permanently laid off

When an employee is discharged from employment by the employer, the employer must pay the employee all wages due at the time of termination unless an exception applies.

Employees who quit or resign

If an employee quits and gives their employer at least seventy-two (72) hours' notice, the employer must pay the employee all wages due at the time of quitting. If the employee fails to provide their employer with at least seventy-two (72) ***[ ...Included when you create a custom handbook ]***

## **California - Payroll Practices and Compensation Policy**

The company reserves the right to change, modify, or delete the provisions of this Payroll Practices and Compensation Policy without notice.

### Overtime

Employees may be required to work overtime. In these instances, employees will be given as much advance notice as practical.

All non-exempt employees who work more than 8 hours in one workday will receive overtime pay computed as follows:

- Overtime at the rate of 1.5x of the employee's regular rate ***[ ...Included when you create a custom handbook ]***

### **California - Makeup Time Policy**

Makeup time allows employees to request to work additional hours on one day to make up for time taken off on another day. The employee must make the request in writing to their direct supervisor and obtain approval prior to working the make-up time. The make-up time hours must be performed within the same workweek in which the time was lost and cannot result in more than 11 hours worked in one day or more than 40 hours in one workweek. If the makeup time causes the employee to work more than 8 hours in a day, the additional hours are not considered overtime, provided the employee does not exceed 11 hours in a day or 40 hours in a week.

### **California - Religious Accommodation Policy**

The company is committed to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees, unpaid interns, and volunteers may request an accommodation when their religious beliefs cause a deviation from the company dress or grooming code, or the individual's schedule, basic job duties, ***[ ...Included when you create a custom handbook ]***

### **California - Bereavement Leave**

The company believes in the importance of offering their employees time away to grieve the loss of a loved one. The purpose of this policy is to outline the eligibility and procedure for taking Bereavement Leave, as guaranteed by California AB 1949.

#### **Eligibility**

This policy applies to all employees and applicants of California employers with five (5) or more employees. Eligible employees can take up to five (5) days of unpaid/paid/combo protected leave upon the death of a spouse, child, parent, sibling, grandparent, grandchild, state-registered domestic partner, and parent-in-law ***[ ...Included when you create a custom handbook ]***

### **California - Reproductive Loss Leave**

The company provides leave for employees following a reproductive loss event. This policy applies to companies with five or more employees. Employees must have worked for the company for at least 30 days.

Reproductive loss includes:

- Miscarriage
- Stillbirth
- Failed adoption ***[ ...Included when you create a custom handbook ]***

### **California - Jury Duty Leave**

The company encourages employees to fulfill their civic obligations by performing jury service when called. The company's jury duty service policy applies to full-time and part-time regular staff members.

An employee called for jury duty will be ***[ ...Included when you create a custom handbook ]***

### **California - Disability Accommodation Policy**

#### Purpose

The company is committed to complying with all laws that protect qualified individuals with disabilities. When requested, the company will provide a reasonable accommodation for any known physical or mental disability of a qualified individual, provided the requested accommodation does not create an undue hardship for the company or pose a direct threat to the health or safety of others in the workplace or to the requesting employee.

#### Eligibility

This policy applies to all applicants and employees and extends to all aspects of the company's employment practices, including recruiting, hiring, discipline, termination, promotions, ***[ ...Included when you create a custom handbook ]***

### **California - Accommodations for Nursing Mothers Policy**

The company is required by law to provide requesting employees who are nursing mothers with certain accommodations to express milk upon request. Accordingly, the company will provide nursing mothers with:

- Reasonable break time to express milk for their infant child(ren) each time the mother has the need to express milk; and
- A private room or other location in close proximity to their work area, other than a restroom, which is ***[ ...Included when you create a custom handbook ]***

### **California - Meals and Rest Periods Policy**

The company strives to provide a safe and healthy work environment and comply with all federal and state regulations regarding meal and rest periods. Check with your supervisor regarding procedures and schedules for meal and rest periods.

The company requests that employees observe and accurately record meal periods in time and attendance records. If you know in advance that you may not be able to take an uninterrupted scheduled meal or rest period, let your supervisor ***[ ...Included when you create a custom handbook ]***

### **California - Literacy Leave**

If employees need time off to attend an adult education program for literacy assistance they should inform their direct supervisor or the Human Resources Department. The company will attempt to make reasonable accommodations by providing ***[ ...Included when you create a custom handbook ]***

### **California - Employee Personnel Records Policy**

The company maintains personnel and payroll records of employees. It is important to provide us with current information regarding name, address, telephone number, insurance changes, tax exemptions, emergency contacts, and ***[ ...Included when you create a custom handbook ]***

### **California - Military Spouse Leave**

Under California's Military Spouse Leave Law, eligible employees who work 20 or more hours per week or more, can take unpaid military spouse leave for up to 10 days while a military spouse is ***[ ...Included when you create a custom handbook ]***

### **California - Anti-sexual harassment training policy**

California law requires that the company provide 1 hour of sexual harassment and abusive conduct prevention training to nonsupervisory employees, and 2 hours of sexual harassment and abusive conduct prevention training to supervisory employees, **[ ...Included when you create a custom handbook ]**

### **California - Makeup Time Policy**

The company will allow employees to make up for lost time due to personal obligations. The employee will have to make the request in writing to their direct supervisor prior to working the make-up time. The make-up time hours must **[ ...Included when you create a custom handbook ]**

### **California - Pregnancy Disability Leave**

If employees are disabled by pregnancy, childbirth, or related medical conditions, they are eligible to take a pregnancy disability leave (PDL). If affected by pregnancy or a related medical condition, employees also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable for employees to take intermittent leave or work a reduced schedule, the company may require them to transfer temporarily to **[ ...Included when you create a custom handbook ]**

### **California - Civil Air Patrol Leave**

Eligible employees who have been employed with the company for 90 days or more may take a leave of absence to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. An eligible employee may take up to 10 days of unpaid leave per year. Leave is limited to three days on any one occasion, but can **[ ...Included when you create a custom handbook ]**

### **California - Time Off For Volunteer Firefighters, Reserve Peace Officers & Emergency Rescue Personnel**

Employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel are permitted to take unpaid time off, not to exceed 14 days per calendar year, for the purpose of engaging in **[ ...Included when you create a custom handbook ]**

## **California - Business Expense Reimbursement**

### Remote work expense reimbursement

Remote workers may be entitled to partial or total reimbursement for expenses incurred in conjunction with performing work remotely, including but not limited to home office equipment, cell phone expenses, and internet costs.

In order to be eligible for reimbursement, expenses must be required and unavoidable in order to perform the job duties. In the event the company provides **[ ...Included when you create a custom handbook ]**

## **California - Alcohol and Drug Rehabilitation Leave**

Regular full-time, regular part-time, and temporary employees who have a drug or alcohol problem that has not resulted in and is not the immediate subject of disciplinary action, may request approval to take unpaid time off to participate in a rehabilitation or treatment program as long as it does not **[ ...Included when you create a custom handbook ]**

## **California - Qualifying Acts of Violence Leave Policy**

### Purpose

The purpose of this policy is to outline the eligibility and procedures for qualifying acts of violence leave, in accordance with California law.

### Eligibility

This policy applies to California employers with 25 or more employees. This policy provides time off and protections for employees who are or have been victims of qualifying acts of violence, or who have family members who are or have been victims of qualifying acts of violence.

Qualifying acts of violence include **[ ...Included when you create a custom handbook ]**

## **California - Bone Marrow & Organ Donation Leave Policy**

Eligible employees may request leave to donate bone marrow or an organ.

### Eligibility

The employee must have been employed with the company for at least 90 days before the leave starts.

### Reasons for Leave

- Employees must be donating ***[ ...Included when you create a custom handbook ]***

## **California - School Involvement Leave Policy**

Employees who have children in kindergarten or grades 1-12 may take up to 40 hours of unpaid time off (no more than 8 hours per month) for school activities per calendar year.

### School Involvement Leave Uses

- To find, enroll, or reenroll ***[ ...Included when you create a custom handbook ]***

## **Berkeley, CA - Paid Sick Leave**

The company provides paid sick leave to employees who work at least 2 hours per calendar week within the geographical boundaries of the city of Berkeley.

### Accrual and Use of Paid Sick Leave

Eligible employees accrue 1 hour of paid sick leave for every 30 hours worked. Employees may begin to use accrued sick leave 90 days after the commencement of employment.

If the company has fewer than 25 employees at the start of the calendar year, an employee's accrued paid sick leave is capped at ***[ ...Included when you create a custom handbook ]***

## **Berkeley, CA - Fair Workweek Ordinance**

If required, the company will comply with the Berkeley Fair Workweek Ordinance, which guarantees a predictable work schedule for employees in specific industries, enabling you to anticipate your income and plan your personal life accordingly.

### Covered Employers

The Fair Workweek Ordinance applies to businesses in Berkeley with 10 or more employees that ***[ ...Included when you create a custom handbook ]***

## **Emeryville, CA - Paid Sick Leave**

The company provides paid sick leave to employees who work at least 2 hours per calendar week within the geographic limits of the city of Emeryville.

### Accrual and Use of Paid Sick Leave

For every 30 hours worked, employees accrue ***[ ...Included when you create a custom handbook ]***

## **Emeryville, CA - Fair Work Week Ordinance**

The Fair Work Week Ordinance establishes standards for work hours for employees in the retail and fast food industries, exceeding state law requirements. This ordinance helps employees manage their responsibilities, including family care, education, medical appointments, and financial planning, promoting public health, safety, and welfare.

### Covered Employers

Covered Employers means: ***[ ...Included when you create a custom handbook ]***

## **Los Angeles, CA - Paid Sick Leave**

The company provides paid sick leave to employees who work for 30 days or more within a year and who work at least 2 hours per calendar week within the geographical limits of the city of Los Angeles.

### Accrual and Use of Paid Sick Leave



For every 30 hours worked, employees accrue ***[ ...Included when you create a custom handbook ]***

### **Los Angeles, CA - Fair Work Week Ordinance**

The Fair Work Week Ordinance (FWWO) aims to promote the health, safety, and welfare of retail workers in the City of Los Angeles by ensuring a predictable work schedule, stability for employees and their families, and opportunities for additional work hours.

#### **Covered Employers**

A Covered Employer is ***[ ...Included when you create a custom handbook ]***

### **Oakland, CA - Paid Sick Leave**

The company provides paid sick leave to employees who work for 30 days or more within a year and who work at least 2 hours per calendar week within the geographical limits of the city of Oakland.

#### **Accrual and Use of Paid Sick Leave**

For every 30 hours worked, employees accrue ***[ ...Included when you create a custom handbook ]***

### **San Diego, CA - Paid Sick Leave**

The company provides paid sick leave to employees who work for 30 days or more within a year and who work at least 2 hours per calendar week within the geographical limits of the city of San Diego.

#### **Accrual and Use of Paid Sick Leave**

For every 30 hours worked, employees accrue ***[ ...Included when you create a custom handbook ]***

### **San Francisco, CA - Equal Employment Opportunity Policy**

The company is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, creed, gender, sex,

color, religion, national origin, age, disability, marital status, gender identity, [ ***...Included when you create a custom handbook*** ]

### **San Francisco, CA - Paid Sick Leave**

The company provides paid sick leave to employees who work for 56 hours or more in a year within the geographical limits of the city of San Francisco.

#### Accrual and Use of Paid Sick Leave

For every 30 hours worked, employees accrue [ ***...Included when you create a custom handbook*** ]

### **San Francisco, CA - Family Friendly Workplace Policy**

Employees who work 8 hours per week and have been with the company for 6 months or more have the right to request flexible or predictable work arrangements to assist with caregiving responsibilities. The purpose of this policy is to provide [ ***...Included when you create a custom handbook*** ]

### **San Francisco, CA - Lactation Accommodation Policy**

The company respects the needs and rights that nursing mothers have in order to express milk. Accordingly, the company will provide nursing mothers with:

- Reasonable time to express milk [ ***...Included when you create a custom handbook*** ]

### **San Francisco, CA - Mass Transit Commuter Benefits**

All employees who work 10 or more hours a week within the City and County of San Francisco are eligible to receive mass transit commuter benefits. [ ***...Included when you create a custom handbook*** ]

### **San Francisco, CA - Paid Parental Leave Benefits**

In accordance with the San Francisco Paid Parental Leave Ordinance, the company provides partial wage replacement benefits (supplemental compensation) to eligible

employees who are on an approved leave of absence to bond with a new child [ ***...Included when you create a custom handbook*** ]

### **San Francisco, CA - Military Leave Supplemental Compensation**

In accordance with San Francisco's Military Leave Pay Protection Act, the company will provide supplemental compensation to employees who are on an approved leave of absence for the purpose of military duty fulfillment, provided those employees meet the [ ***...Included when you create a custom handbook*** ]

### **Santa Monica, CA - Paid Sick Leave**

The company provides paid sick leave to employees who work at least 2 hours per calendar week within the geographical limits of the city of Santa Monica.

#### **Accrual and Use of Paid Sick Leave**

For every 30 hours worked, employees accrue [ ***...Included when you create a custom handbook*** ]

### **West Hollywood, CA - Paid Leave**

The company provides paid sick leave to employees who work at least 2 hours per calendar week within the geographical limits of the city of West Hollywood. This paid time can be used for sick leave, vacation, or personal necessity time. Employees accrue [ ***...Included when you create a custom handbook*** ]

### **West Hollywood, CA - Unpaid Leave**

The company will also allow full-time employees to take an additional 80 hours per year of unpaid time off to be used for sick leave for the illness of the employee or a [ ***...Included when you create a custom handbook*** ]

### **Santa Cruz, CA - Equal Employment Opportunity Policy**

The company is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, creed, gender, sex, color, religion, national origin, age, disability, marital status, gender identity, sexual orientation, veteran **[ ...Included when you create a custom handbook ]**

## Colorado Policies

### Colorado - Sick Leave Policy

The company provides paid sick leave to all eligible employees in accordance with the Healthy Families And Workplaces Act.

#### Eligibility

Employees who work in Colorado.

#### Reasons for Leave

Sick leave may be taken if:

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain **[ ...Included when you create a custom handbook ]**

### Colorado - Family Medical Leave

The company provides unpaid family and medical leave to eligible employees in accordance with the Colorado Family Medical Leave Act. Employees may visit [famli.colorado.gov](http://famli.colorado.gov) to explore or apply for partially paid leave.

#### Eligibility

To be eligible for FMLA leave:

- The employee must **[ ...Included when you create a custom handbook ]**

### Colorado - Voting Leave

Employees are eligible to receive up to a maximum of two hours of paid time off from work to vote, if there are not more than three nonworking hours ***[ ...Included when you create a custom handbook ]***

## **Equal Employment Opportunity**

The company is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, creed, gender, sex, color, religion, national origin, age, disability, marital status, gender identity, sexual orientation, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruitment, hiring, placement, compensation, promotion, discipline, and termination.

The company is ***[ ...Included when you create a custom handbook ]***

## **Colorado - Non-Harassment Policy / Non-Discrimination Policy**

The company believes that all employees should be able to work in an environment free of discrimination and harassment. To this end, the company prohibits and will not tolerate discrimination or harassment. This policy ***[ ...Included when you create a custom handbook ]***

## **Colorado - Pregnancy Accommodations**

The company will provide reasonable accommodations to pregnant or those who are recovering from childbirth or a related condition unless the accommodation would impose an undue hardship on the company.

Reasonable accommodations include, but are not limited to:

- provision of ***[ ...Included when you create a custom handbook ]***

## **Colorado - Lactation Accommodations**

The company will provide reasonable unpaid break time or permit an employee to use paid break time, meal time, or both, each day to express milk for a nursing child for up to two ***[ ...Included when you create a custom handbook ]***

## **Colorado - Volunteer Emergency Response Leave**

The company will provide employees who are qualified volunteers with 15 days of unpaid job-protected leave in a 12-month period who are called into service by a volunteer organization. An employee is a "qualified volunteer" if they are a member of a qualified volunteer organization list created and maintained by the **[ ...Included when you create a custom handbook ]**

## **Colorado - Military Leave**

An employee who serves as a member of the Colorado National Guard or in the reserve forces of the United States who may require leave for purposes of designated military training not to exceed the equivalent of three weeks of work according to the employee's standard work **[ ...Included when you create a custom handbook ]**

## **Colorado - Employee Personnel File**

The company will allow employees to inspect and copy their personnel files at least annually upon request. Former employees also have the right to inspect their personnel files once after the termination of their **[ ...Included when you create a custom handbook ]**

## **Colorado - Rest and Meal and Break Period**

Non-exempt employees are permitted to take a paid, ten-minute rest break for every four hours of work, or when a majority of the four hours is worked. "Majority" is defined as any time period greater than two hours. An extra rest break will be required for any work period that exceeds half of four hours. For instance, an employee working a two-hour **[ ...Included when you create a custom handbook ]**

## **Colorado - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will not be required to **[ ...Included when you create a custom handbook ]**

## **Colorado - Domestic Abuse Leave Policy**

The company provides employees up to 3 days of leave in a 12-month period if an employee needs leave due to being a victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse. This policy applies to companies with 50 or more employees.

Employees may take this time off to get a protection order or legal assistance, attend court, find new housing, secure a house, or **[ ...Included when you create a custom handbook ]**

## **Colorado - School Involvement Leave Policy**

Employees who have children in kindergarten or grades 1-12 may take up to 18 hours of unpaid time off (no more than 6 hours per month) for academic activities per academic year.

Academic activities include parent-teacher conferences or meetings related to **[ ...Included when you create a custom handbook ]**

# **Connecticut Policies**

## **Connecticut - Paid Sick Leave Policy**

The company provides paid sick leave to all eligible employees in accordance with Connecticut law.

### Eligibility

Paid sick leave is provided to all employees of companies with 25 or more employees in the state of Connecticut.

Seasonal workers working fewer than 120 days per year are not eligible for paid sick leave. Employees of certain construction companies who participate in a multiemployer health plan that is maintained under a collective bargaining agreement between a construction-related union and an employer may also not be eligible.

### Reasons for Leave

Sick leave may be taken if the employee:

**[ ...Included when you create a custom handbook ]**

## **Connecticut - Family and Medical Leave Act**

Our company provides unpaid family and medical leave to eligible employees in accordance with Connecticut Family Medical Leave Act (CTFMLA).

### Eligibility

To be eligible for CTFMLA leave:

- The employee must have worked for the company for at least 3 consecutive months.

### Reasons for Leave

Employees may take CTFML leave for the following reasons:

- The *[ ...Included when you create a custom handbook ]*

## **Connecticut - Voting Leave**

Employees are eligible to receive up to a maximum of two hours of unpaid time off from work to vote in state elections on the day of the *[ ...Included when you create a custom handbook ]*

## **Connecticut - Pregnancy Accommodations**

The company will provide reasonable accommodations to pregnant or those who are recovering from childbirth, lactation, or a related condition unless the accommodation would impose an undue hardship on the company.

Reasonable accommodations include, but are not limited to:

- provision of more frequent or longer break periods;
- more frequent *[ ...Included when you create a custom handbook ]*

## **Connecticut - Lactation Accommodations**



The company will provide a private location, other than a toilet stall, where an employee can express breast milk privately during any period away from the employee's assigned duties. To the extent reasonably possible, The company will:

- Provide a ***[ ...Included when you create a custom handbook ]***

### **Connecticut - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will ***[ ...Included when you create a custom handbook ]***

### **Connecticut - Meal Breaks**

In accordance with general statute § 31-51ii, the company provides meal breaks to eligible employees of at least 30 minutes to employees who work ***[ ...Included when you create a custom handbook ]***

### **Connecticut - Domestic Violence and Family Leave**

Employees who are victims of family violence or sexual assault are provided with up to 12 days of leave to deal with problems related to the violence. Examples of such leave include:

- getting medical or psychological care for an injury,
- getting ***[ ...Included when you create a custom handbook ]***

## **Delaware Policies**

### **Delaware - Personnel File**

The company will allow employees to access their personnel records to determine their qualifications for employment, promotion, additional compensation, termination, or disciplinary action. The company may require a written request ***[ ...Included when you create a custom handbook ]***

### **Delaware - Lactation Accommodations**

According to Delaware's Pregnant Workers Fairness Act, lactation breaks are mandatory and provided in the following way:

- Employees get a designated nursing room (other than a bathroom).
- The lactation break time duration is per the employer's decision (and within reasonable boundaries) and should be available for up to 1 year after the child's birth.
- The employee should have ***[ ...Included when you create a custom handbook ]***

### **Delaware - Discrimination in Employment**

In accordance with Delaware's Discrimination in Employment Act (DDEA), the company prohibits discrimination based on race, color, national origin, religion, sex, sexual orientation, gender identity, pregnancy, age, marital status, genetic information, disability, reproductive health decision-making, family responsibilities, being victim of domestic violence or sexual offense or stalking. This policy applies ***[ ...Included when you create a custom handbook ]***

### **Delaware - Meal Breaks**

In accordance with Delaware rules, eligible employees are provided with a meal break of at least 30 consecutive minutes if the employee is scheduled to work 7.5 or more hours per day. The meal break will ***[ ...Included when you create a custom handbook ]***

### **Delaware - Jury Duty Leave**

The company understands that employees have a duty to serve on a jury. During their service, employees will be paid a per diem rate of \$20 as an allowance for reimbursement for travel, parking, and ***[ ...Included when you create a custom handbook ]***

### **Delaware - Whistleblowers' Protection**

The company will not retaliate against employees who report violations of laws, participate in investigations, or refuse to engage in illegal activities in accordance with Delaware's ***[ ...Included when you create a custom handbook ]***

### **Delaware - Domestic Violence or Sexual Assault Accommodations**

The company will provide reasonable accommodations, barring undue hardship, for the employee's known limitations relating to the domestic violence, sexual offense, or stalking incidents, which may include allowing an employee to use accrued leave to address the domestic abuse.

The company will not discharge ***[ ...Included when you create a custom handbook ]***

### **Delaware - Pregnancy Accommodations**

Under Delaware law, employers are required to accommodate employees whose ability to work is limited by pregnancy, childbirth, lactation, and related conditions. Accommodations may include providing more frequent or longer breaks, modifying a no-food-or-drink policy, and providing periodic rest, light-duty assignments, temporary transfer to an alternative position, a modified work schedule or job responsibilities, and appropriate facilities for expressing breast milk. In considering whether these accommodations would cause the employer an undue hardship, factors such as the nature and cost of the accommodation, the size of the employer's business, and the effect the accommodation would have on business operations will be considered.

#### **Prohibitions**

Delaware law prohibits employers from denying a job to a pregnant applicant based on the need for workplace accommodations, forcing a pregnant employee to take paid or unpaid leave when ***[ ...Included when you create a custom handbook ]***

### **Delaware - Emergency Response Leave**

The company will provide unpaid leave for employees who are volunteer emergency responders. The employee who is a volunteer emergency responder will be provided up to seven consecutive days off from work, without pay, while responding to a governor-declared state of emergency, or up to 14 consecutive days ***[ ...Included when you create a custom handbook ]***

## **Delaware - Social Media Access**

State law protects employees based in Delaware from being required to provide specific details about their social media accounts. In accordance with this prohibition, the company will not:

- Ask employees to disclose the username and password to their social media account.
- Access an employee's personal social media account in the presence of the employee.
- Use the employee's personal social media account and available information as a condition for employment.
- Add themselves ***[ ...Included when you create a custom handbook ]***

## **Delaware - Final Paycheck**

When an employee quits, resigns, is fired, or is laid off, the company will pay the final wages to the employee on the later of the employee's ***[ ...Included when you create a custom handbook ]***

## **Delaware - Sexual Harassment Training**

The State of Delaware requires companies to provide sexual harassment prevention training within one year of hiring, for every employee.

Subsequently, all employees are required to go through the training again every ***[ ...Included when you create a custom handbook ]***

## **Dist. of Columbia Policies**

### **Washington D.C. - Sick Leave Policy**

The company provides paid sick leave to all eligible employees in accordance with the Accrued Sick And Safe Leave Act Of 2008 & Earned Sick And Safe Leave Amendment Act Of 2013.

## Eligibility

A full-time and part-time employee who spends 50% or more of their time working in the District of Columbia.

## Reasons for Leave

Sick leave may be taken if the employee:

- A medical condition or to care for ill family members
- To receive medical care for ***[ ...Included when you create a custom handbook ]***

## **Washington D.C. - Policy Against Workplace Harassment**

The company has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), ***[ ...Included when you create a custom handbook ]***

## **District of Columbia FMLA ("DCFMLA")**

This policy provides employees with information concerning DCFMLA entitlements and obligations employees may have during such leaves.

The terms and provisions outlined in this policy shall be construed in accordance with the DCFMLA and applicable regulations.

To request DCFMLA leave or to ask a question regarding DCFMLA eligibility, employees should contact a human resources representative.

## DCFMLA Eligibility:

Under the District of Columbia (DC) Family and Medical Leave Act (DCFMLA), you are eligible for leave if you:

- Work ***[ ...Included when you create a custom handbook ]***

### **District of Columbia - Voting Leave**

Employees are eligible to receive up to a maximum of two hours of paid time off from work to vote if an employee is scheduled to work during the time requested for leave.

Employees who need to *[ ...Included when you create a custom handbook ]*

### **District of Columbia - Pregnancy Accommodations**

The company will provide reasonable accommodations to pregnant or those who are recovering from childbirth, lactation, or a related condition unless the accommodation would impose an undue hardship on the company.

Reasonable accommodations include, but are not limited to:

- Provision of more frequent or longer break periods;
- Time off to *[ ...Included when you create a custom handbook ]*

### **District of Columbia - Jury Duty**

The company will not withhold wages or salary from full-time employees summoned to jury service because of the employee's absence from work on any day that the employee reports for jury duty, or serves as a juror not to exceed five (5) *[ ...Included when you create a custom handbook ]*

### **District of Columbia - Final Paycheck**

When an employee voluntarily quits or resigns, the company will pay the employee a final paycheck *[ ...Included when you create a custom handbook ]*

### **District of Columbia - School Involvement Leave Policy**

Employees who have children in kindergarten or grades 1-12 may take up to 24 hours of unpaid time off for academic activities per academic year.

Academic activities include but are not limited to parent-teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the subject of the event, not a ***[ ...Included when you create a custom handbook ]***

## **Florida Policies**

### **Florida - Final Paycheck**

The company will provide employees final paycheck no later than when they would have received payment had they remained employed, less ***[ ...Included when you create a custom handbook ]***

### **Florida - Workplace Privacy**

The company recognizes that Florida is an "all parties" consent state, meaning every person on a phone call must be aware that they are being monitored or recorded and have consented by placing or continuing the phone call. The company may ***[ ...Included when you create a custom handbook ]***

### **Florida - Civil Air Patrol Leave**

The company provides employees with up to 15 days of Civil Air Patrol leave. This applies to all full-time and part-time employees as well as independent contractors. Employees may choose to use accrued vacation or similar paid time off during their leave but are not required to ***[ ...Included when you create a custom handbook ]***

### **Florida - Whistleblower Policy**

The company does not retaliate against an employee because they have reported an activity, policy, or practice that is in violation of a law or regulation. The Florida Whistleblower's Act prohibits retaliation against employees who report violations of law. Employees should ***[ ...Included when you create a custom handbook ]***

### **Florida - Jury and Witness Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty or are subpoenaed as a witness. It is the responsibility of the employee to provide reasonable notice of their jury or witness service to their supervisor. The company will ***[ ...Included when you create a custom handbook ]***

## **Florida - Workplace Privacy**

Employees should be aware that the company may monitor business communications or activities.

Examples of business activities that the company may monitor and/or record include:

- GPS tracking of company vehicles
- Searches or ***[ ...Included when you create a custom handbook ]***

## **Florida - Victim Leave**

The company provides employees with leave when the employee or their family or household member is a victim of domestic or sexual violence.

Employees who have been employed for three or more months are permitted to request and take up to three working days of leave from work in any 12-month period if the employee or the employee's family or ***[ ...Included when you create a custom handbook ]***

## **Miami-Dade County, FL - Jury Duty**

The company will not withhold wages or salary from full-time employees summoned to jury service because of the employee's absence from work on any day that the employee reports for jury duty, or serves as a juror not to exceed ***[ ...Included when you create a custom handbook ]***

## **Miami-Dade County, FL - Domestic Violence Leave Policy**

Employees are entitled to a total of thirty (30) workdays of unpaid domestic leave during any twelve (12) month period for one (1) or more of the following:

- To obtain ***[ ...Included when you create a custom handbook ]***

## **Broward County, FL - Jury Duty**

The company will not withhold wages or salary from full-time employees summoned to jury service because of the employee's ***[ ...Included when you create a custom handbook ]***



## **Miami Beach, FL - Equal Employment Opportunity Policy**

The company is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, creed, gender, sex, color, religion, national origin, age, disability, marital status, gender identity, sexual orientation, veteran status, height, weight, physical appearance, hairstyles [ ***...Included when you create a custom handbook*** ]

## **Georgia Policies**

### **Georgia - Voting Leave**

Employees are eligible to receive up to a maximum of two hours of [ ***...Included when you create a custom handbook*** ]

### **Georgia - Termination Notice**

The company will provide employees with a notice of separation when the employee separates from employment. If the employee is no longer available at the time [ ***...Included when you create a custom handbook*** ]

### **Georgia - Lactation Accommodation**

In accordance with Georgia state law, the company will provide a reasonable amount of break time to an employee who desires to express breast milk at the worksite during work hours. Any break time will be paid at the employee's regular rate of pay. Salaried employees will [ ***...Included when you create a custom handbook*** ]

### **Georgia - Jury Duty and Court Attendance Leave Policy**

The company will provide leave for any employee summoned to attend a judicial proceeding in response to a subpoena in any court when the process requires the employee's attendance. The company will not discipline an employee for [ ***...Included when you create a custom handbook*** ]

### **Georgia - Day of Rest**

In accordance with the Georgia Common Day of Rest Act, the company will work to provide eligible employees with reasonable accommodations for employees who work on their chosen day ***[ ...Included when you create a custom handbook ]***

## **Hawaii Policies**

### **Hawaii - Family and Medical Leave**

Under the Hawaii Family Leave Law and rules, an employee may be eligible for up to four (4) weeks of unpaid family leave each calendar year for the birth or adoption of a child, or to care for their child, spouse, reciprocal beneficiary, or parent with a serious health condition.

Employees may substitute their accrued paid leave (i.e., vacation or sick leave) for any part of the State Family Leave. However, only the accrued and available sick leave in excess of the fifteen (15) days ***[ ...Included when you create a custom handbook ]***

### **Hawaii - Leave for Victims of Sexual or Domestic Violence**

Qualified employees who are victims of domestic or sexual violence may take reasonable leave. For companies with 50 or more employees, an employee may take up to 30 days of unpaid leave per calendar year. For companies with less than 50 employees, an employee may take up to 5 days of unpaid leave.

Leave may be used for the following reasons: ***[ ...Included when you create a custom handbook ]***

### **Hawaii - Short-Term Disability Benefits**

To the extent required by law, the company provides short-term ***[ ...Included when you create a custom handbook ]***

### **Hawaii - Pregnancy Accommodations**

The company does not discriminate against applicants or employees on the basis of pregnancy, childbirth, or related conditions. The company will provide reasonable accommodations to pregnant or those who are recovering from childbirth or a related condition unless the accommodation would impose an undue hardship on the company.

Examples of reasonable accommodations include, but are not limited to:

- provision of more ***[ ...Included when you create a custom handbook ]***

## **Hawaii - Final Paycheck**

When an employee voluntarily quits or resigns, the company will pay the employee a final paycheck on their next regularly ***[ ...Included when you create a custom handbook ]***

## **Hawaii - Organ, Bone Marrow, and Stem Cell Donor Leave**

In accordance with Hawaii law, the company provides eligible employees with unpaid leave for organ and bone marrow donation.

### Eligibility and usage

Leave is available for employees who have been employed by the company for at least one year immediately preceding leave usage. This policy applies to companies with 50 or more employees. The company may require the employee to take up to three days of earned but unused sick leave, vacation, or paid or unpaid time off.

### Amount of leave

- Up to seven days each ***[ ...Included when you create a custom handbook ]***

## **Idaho Policies**

### **Idaho - Jury Duty**

In accordance with Idaho Code § 2-218, employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to ***[ ...Included when you create a custom handbook ]***

### **Idaho - Final Paycheck Policy**

When an employee is discharged, they will be paid on the date of their next regularly scheduled pay period. When an employee voluntarily quits or resigns, the company will pay the employee **[ ...Included when you create a custom handbook ]**

### **Idaho - Cell Phone Use While Driving**

In accordance with Idaho Statute 49-1401, cell phones may not be used while operating a motor vehicle, except in hands-free or voice-operated mode. Employees are prohibited from improperly using a cell phone while driving a **[ ...Included when you create a custom handbook ]**

### **Idaho - Military Leave**

An employee who serves as a member of the Idaho National Guard or in the reserve forces of the United States who is ordered by the Governor in a time of war, armed conflict, or emergency to active duty by the state or to federal National Guard duty, other than for training, who takes leave from a non-temporary position with the company, **[ ...Included when you create a custom handbook ]**

## **Illinois Policies**

### **Illinois - Paid Leave**

The company provides paid leave to all eligible employees in accordance with the Illinois Paid Leave for All Workers Act ("PLAWA").

There may be additional paid leave policies for employees in Chicago and Cook County. In any case of legislative deviation based on city or municipality, the more generous of the two leave policies will apply. If applicable, contact HR for more information.

#### Covered Employees

An employee whose work is performed primarily in Illinois for an employer who does substantial business in Illinois, or for an employee who primarily works in Illinois and lives in the state.

#### Reasons for Leave

Eligible employees can use this leave for any reason.

#### Amount of Leave and Usage

Under this policy, employees will ***[ ...Included when you create a custom handbook ]***

### **Illinois - Voting Leave**

Employees are eligible to receive up to a maximum of two hours of unpaid time off from work to vote if an employee is scheduled ***[ ...Included when you create a custom handbook ]***

### **Illinois - Policy Against Discrimination**

We are committed to providing a work environment free from all forms of discrimination and dedicated to maintaining a workplace where everyone is treated with dignity and can thrive without fear of unfair treatment. We strictly prohibit discrimination based on the following characteristics:

- Age (40+)
- Ancestry
- Arrest record
- Citizenship status
- Color
- Conviction record

***[ ...Included when you create a custom handbook ]***

### **Illinois - Final Paycheck**

When an employee is discharged or laid off, the company will pay the employee all wages due by the next regularly scheduled payday. The employee may request in writing that their ***[ ...Included when you create a custom handbook ]***

### **Illinois - Personnel Files**

The company will allow employees to access and copy their personnel records. Employees may request copies of their records via mail or email. ***[ ...Included when you create a custom handbook ]***

## **Illinois - Lactation Accommodations**

The company will provide reasonable break time to employees who need to express breastmilk for the first year following the birth of their child. An employer is not required to provide paid time if it would cause undue hardship. The lactation breaks may run concurrently with the employee's other ***[ ...Included when you create a custom handbook ]***

## **Illinois - Victim Leave Policy**

The company provides leave in accordance with the Victims Economic Security and Safety Act (VESSA) for employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence, or whose family or household members are victims.

For this policy, a "family or household member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, another person who shares a relationship through a child, or any other ***[ ...Included when you create a custom handbook ]***

## **Illinois - Volunteer Emergency Worker Job Protection**

Volunteer emergency workers include persons who serve as volunteer members of a fire department, licensed volunteer EMTs, EMT-1s, A-EMTs, EMT-Ps, ambulance drivers, or ambulatory attendants, who are not otherwise employed in any of these capacities for a department, district, or government entity on a full-time career basis. Volunteer emergency workers also include persons who volunteer with a county or municipal services or disaster relief agency, auxiliary ***[ ...Included when you create a custom handbook ]***

## **Illinois - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty or are subpoenaed as a witness. It is the responsibility of the ***[ ...Included when you create a custom handbook ]***

## **Illinois - Day of Rest**

In accordance with the Illinois One Day Rest In Seven Act (ODRISA), the company provides eligible employees a minimum of 24 hours of rest within every consecutive 7-day period. The scheduling of rest days will be subject to operational needs and may vary, but employees will be notified of their designated rest day ***[ ...Included when you create a custom handbook ]***

## **Illinois - Meal Periods**

Employees who work 7.5 continuous hours or more shall be provided with a minimum of a 20-minute meal period. This meal period will commence no later than **[ ...Included when you create a custom handbook ]**

## **Illinois - Family Military Leave**

In accordance with the Illinois Family Military Leave Act, eligible employees may request leave to spend time with their family members who are in the military service.

### Eligibility

Employees who are either the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days, and have been with the company for **[ ...Included when you create a custom handbook ]**

## **Illinois - Family Bereavement Leave Act**

Eligible employees are entitled to a maximum of 2 weeks (10 workdays) of unpaid leave time in the event of:

- the death of a “covered family member”;
- a stillbirth;
- a miscarriage;
- an unsuccessful reproductive procedure;
- a failed **[ ...Included when you create a custom handbook ]**

## **Illinois - Child Extended Bereavement Leave Act**

The company provides leave to eligible employees who experience the loss of a child by suicide or homicide.

A child includes a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Employees of companies with **[ ...Included when you create a custom handbook ]**

## **Illinois - Blood and Organ Donation Leave**

In accordance with the Employee Blood and Organ Donation Leave Act, the company provides paid leave for employees to donate blood or an organ. An “organ” means any biological tissue of the human body that may be donated by a living donor, including but not limited to the kidney, liver, lung, pancreas, intestine, bone, and skin.

### Eligibility and leave use

Full-time employees who ***[ ...Included when you create a custom handbook ]***

## **Illinois - School Involvement Leave Policy**

Eligible employees who have children in kindergarten or grades 1-12 may take up to 8 hours of unpaid time off (no more than 4 hours per day) for school activities per school year. This policy applies to companies with 50 or more employees. Employees are eligible when they have worked for the company for at least 6 months and regularly work at least half-time.

### School Involvement Leave Uses

Leave may be used to attend school conferences, behavioral meetings, or academic meetings related to the employee's child if ***[ ...Included when you create a custom handbook ]***

## **Chicago - Sexual Harassment Policy**

The purpose of this policy is to ensure that all company employees are not subject to any harassment, including any form of sexual harassment and retaliation for reporting violations under this policy. This is to ensure all employees understand what constitutes prohibited conduct under this policy and applicable law, and as a condition of continued employment, all company employees are required to participate ***[ ...Included when you create a custom handbook ]***

## **Chicago and Cook County - Sick Leave**

The company provides paid sick leave to all eligible employees in accordance with Chicago's Paid Sick Leave Ordinance (6-105-045).

### Eligibility



Any employee who works at least 80 hours for an employer in Chicago within any 120-day period is covered by the ordinance and is ***[ ...Included when you create a custom handbook ]***

### **City of Chicago, IL - Paid Leave**

The company provides paid leave to all eligible employees in accordance with Chicago's Paid Leave Ordinance.

#### Eligibility

Any employee who works at least 80 hours for an employer in Chicago within any 120-day period is covered by the ordinance and is eligible for paid leave. This includes compensable time spent traveling in the City, such as for deliveries, sales calls, and travel related to other business activities.

#### Accrual and Use of Paid Leave

Employees begin accruing Paid Leave ***[ ...Included when you create a custom handbook ]***

### **Urbana, IL - Equal Employment Opportunity Policy**

The company is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, color, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual preference ***[ ...Included when you create a custom handbook ]***

## **Indiana Policies**

### **Indiana - Lactation Accommodations**

The company will provide a private location, other than a toilet stall, where an employee can express breast milk privately during any period away from the employee's assigned duties. To the extent reasonably possible, the company will:

- Provide a refrigerator or other ***[ ...Included when you create a custom handbook ]***

### **Indiana - Civil Air Patrol**

The company will not discipline an employee because they take Civil Air Patrol leave. To be entitled to protected leave, the employee must be a member of the Civil Air Patrol and inform the Human Resources department in writing that they are a member ***[ ...Included when you create a custom handbook ]***

### **Indiana - Military Leave**

The company provides a leave of absence to employees who are members of the Indiana National Guard and are called to serve on active state duty. The time off will be equal to the time served, in addition to the employee's regular vacation period.

The company will also provide 15 days per calendar year to employees who are reserve members of the U. S. Armed Forces, and are called upon to receive temporary military training. The employee must ***[ ...Included when you create a custom handbook ]***

### **Indiana - Military Family Leave**

An employee who has been employed with the company for at least 12 months and has worked at least 1,500 hours during the previous 12 months, and is the spouse, parent, grandparent, child, or sibling of a person who is called to active duty, may be entitled to Military Family Leave.

Eligible employees may take a leave of absence ***[ ...Included when you create a custom handbook ]***

### **Indiana - Volunteer Firefighter and Emergency Medical Services Leave**

The company will not discipline an employee if the need arises to take leave to respond to an emergency or are absent (for up to six months) because of an injury that occurred while responding to an emergency. The leave is unpaid, although employees are entitled to use their vacation, personal time, compensatory time, or sick leave, if applicable.

The company will require employees who have already reported to work for the day to obtain permission from their ***[ ...Included when you create a custom handbook ]***

### **Indiana - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as ***[ ...Included when you create a custom handbook ]***

## **Indiana - Meal Breaks for Young Workers**

The company provides one or two meal breaks totaling at least 30 [ ***...Included when you create a custom handbook*** ]

## **Iowa Policies**

### **Iowa - Voting Leave**

Employees who do not have three consecutive hours before or after their shift during the period between the time the polls [ ***...Included when you create a custom handbook*** ]

### **Iowa - Personnel Records**

An employee will have access to and will be permitted to obtain a copy of their personnel file maintained by the company. Including but not limited to performance evaluations, disciplinary records, and other information concerning employer-employee relations.

However, an employee's access to a personnel file is subject to all of the following:

- The employer and employee shall agree on [ ***...Included when you create a custom handbook*** ]

### **Iowa - Emergency Responder Leave**

Employees who are volunteer medical service personnel or firefighters are entitled to emergency response leave for the duration of the emergency. Employees should [ ***...Included when you create a custom handbook*** ]

### **Iowa - Crime Victim Leave**

The company will not discharge an employee, or take or fail to take action regarding an employee's promotion or proposed promotion, or take action to reduce an employee's wages or benefits for actual time worked, due to the service of an [ ***...Included when you create a custom handbook*** ]

### **Iowa - Pregnancy Leave**

The state of Iowa allows up to eight weeks of leave for an employee's pregnancy and related medical condition. If an employee is also eligible for the Family and Medical Leave Act, any ***[ ...Included when you create a custom handbook ]***

### **Iowa - Expense Reimbursement**

Iowa law states that all expenses authorized by the company, and incurred by the employee, must be paid. These expenses should either be paid in advance before the ***[ ...Included when you create a custom handbook ]***

## **Kansas Policies**

### **Kansas - Voting Leave**

Employees who do not have two consecutive hours before or after their shift during the period between the time the polls open and close are eligible to ***[ ...Included when you create a custom handbook ]***

### **Kansas - Pregnancy Accommodations**

In accordance with the Kansas Acts Against Discrimination, the company will treat a pregnant employee or applicant the same as the employer treats or would treat any other employee or applicant not so affected but similar in the ability or inability to work, without regard to the source of any condition affecting the other employee's or

***[ ...Included when you create a custom handbook ]***

### **Kansas - Emergency Responder Leave**

Employees may be eligible for time off work to serve as volunteer firefighters, emergency medical service attendants, reserve law enforcement officers, or part-time law enforcement officers. Employees should contact their supervisor as soon as they are aware that they will be late to work, or unable to report to work due to the

***[ ...Included when you create a custom handbook ]***

### **Kansas - Domestic Violence Leave**

The company will grant an employee leave from work for any of the following reasons:

- To obtain, or attempt to obtain, any relief including a restraining order or other injunctive relief to ensure the health of the victim or the victim's children;
- To seek medical attention for any injuries caused by ***[ ...Included when you create a custom handbook ]***

### **Kansas - Final Paycheck**

The company will pay an employee who has separated their final wages, less any deductions, no later than ***[ ...Included when you create a custom handbook ]***

### **Kansas City, KS - Pregnancy Accommodation**

In accordance with Kansas City Chapter 38, Code of Ordinances, the company will provide reasonable accommodations to pregnant or

***[ ...Included when you create a custom handbook ]***

## **Kentucky Policies**

### **Kentucky - Voting Leave**

Employees are eligible to receive up to four hours of time off from work to vote ***[ ...Included when you create a custom handbook ]***

### **Kentucky - Adoption Leave**

The company will provide up to 6 weeks of unpaid leave in accordance with Kentucky law for the adoption of a child under the age ***[ ...Included when you create a custom handbook ]***

### **Kentucky - Emergency Responder Leave**

The company will not terminate an employee who is a volunteer firefighter, rescue squad member, emergency medical technician, peace officer, or a member of an emergency management agency because that employee, when ***[ ...Included when you create a custom handbook ]***

### **Kentucky- Meal and Rest Breaks**

The company provides a reasonable meal break to employees between the third and fifth hours of their ***[ ...Included when you create a custom handbook ]***

### **Kentucky - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will ***[ ...Included when you create a custom handbook ]***

### **Kentucky - Final Paycheck**

When an employee is discharged, they will be paid on the date of their next regularly scheduled pay period. When an employee voluntarily quits or resigns, the company will pay the employee a final ***[ ...Included when you create a custom handbook ]***

### **Kentucky - Pregnancy Accommodations**

The company will provide reasonable accommodations in accordance with the Kentucky Pregnant Workers Act. This includes pregnant employees or those who are recovering from childbirth, lactation, or a related condition unless the accommodation would impose an undue hardship on the company.

Reasonable accommodations include, but are not limited to:

- provision of more frequent or longer break periods;
- more frequent ***[ ...Included when you create a custom handbook ]***

## **Louisiana Policies**

### **Louisiana - Genetic Testing and Cancer Screening**

When medically necessary, the company will provide employees a day's leave of absence from work to obtain genetic testing or preventive cancer screening. An employee who wishes to request this leave shall provide at least ***[ ...Included when you create a custom handbook ]***

### **Louisiana - Meal Breaks for Minors**

The company provides meal breaks of 30 minutes to minors under the age of ***[ ...Included when you create a custom handbook ]***

## **Louisiana - Final Paycheck**

When an employee is discharged, they will be paid on the date of their next regularly scheduled pay period. When an employee voluntarily quits or resigns, the company will pay the **[ ...Included when you create a custom handbook ]**

## **Louisiana - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness **[ ...Included when you create a custom handbook ]**

## **Louisiana - Parental Leave**

In accordance with the Louisiana Statute 23 § 342, employees are provided with up to six weeks of unpaid leave for normal pregnancies, and up to 4 months of unpaid leave for employees who are disabled by pregnancy **[ ...Included when you create a custom handbook ]**

## **Louisiana - Pregnancy Accommodation**

The company will provide reasonable accommodations to pregnant or those who are recovering from childbirth or a related condition unless the accommodation would impose an undue hardship on the company. This policy applies to companies with 25 or more employees.

Reasonable accommodations include, but are not limited to:

- provision of more frequent or longer break periods;
- more frequent **[ ...Included when you create a custom handbook ]**

## **Louisiana - Bone Marrow Donation**

Employees may use up to 40 hours of paid leave to undergo a medical procedure to donate bone marrow. The employee must provide reasonable notice of the **[ ...Included when you create a custom handbook ]**

## **Louisiana - School Involvement Leave Policy**

Employees who have children in kindergarten or grades 1-12 may take up to 16 hours of unpaid time off (no more than 4 hours per day) for school activities per calendar year.

#### School Involvement Leave Uses

- To attend school conferences, ***[ ...Included when you create a custom handbook ]***

## **Maine Policies**

### **Maine - Sick Leave Policy**

The company provides paid sick leave to all eligible employees in accordance with Maine Public Law 2019 Ch. 156, "An Act Authorizing Eared Employee Leave".

#### Eligibility

Any non-seasonal employee who works in the State of Maine for an employer that employs more than 10 employees for more than 120 total days in any calendar year.

#### Reasons for Leave

Sick leave may be taken if the employee:

- The employee is ill or injured or for the purpose of receiving professional care, including preventive care, diagnosis, or treatment, for medical, mental, or behavioral issues, including ***[ ...Included when you create a custom handbook ]***

### **Maine - Human Rights Act Policy**

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic predisposition, religion, ancestry, or national origin.

The Maine Human Rights Act also ***[ ...Included when you create a custom handbook ]***

### **Maine - Employee Breaks**



The company will provide 30 consecutive minutes of rest time when employees work 6 consecutive hours. This rest time may be used by the employee as unpaid mealtime, but only if the employee is completely relieved of duty.

- This does not apply if fewer than 3 *[ ...Included when you create a custom handbook ]*

### **Maine - Lactation Accommodations**

The company will provide adequate unpaid break time or permit an employee to use paid break time or meal time each day to express breast milk for her nursing child for up to 3 years following childbirth.

The company will make r *[ ...Included when you create a custom handbook ]*

### **Maine - Domestic Violence and Family Leave**

Employees who are victims of violence are provided with reasonable leave to deal with problems related to the violence. The leave must be needed because the employee or the employee's daughter, son, parent, or spouse is a victim of violence, assault, sexual assault, stalking, or *[ ...Included when you create a custom handbook ]*

### **Maine - Emergency Response Leave**

The company will not discharge or take any other disciplinary action against or discriminate against an employee because of the employee's failure to report for work at the beginning of the employee's regular working hours or the employee's *[ ...Included when you create a custom handbook ]*

### **Maine - Earned Paid Leave**

The company will provide employees with 40 hours of earned paid leave each year of employment. Employees will accrue 1 hour of leave per 40 hours worked, and up to 40 hours in a given year. The accrual starts after 120 days of employment.

- Employees can use 40 hours *[ ...Included when you create a custom handbook ]*

## **Maine - Sexual Harassment Training**

The company will provide sexual harassment education to all new employees. The sexual harassment training program will be conducted within one year of the beginning of employment, and will include the following **[ ...Included when you create a custom handbook ]**

## **Maine - Family Military Leave Policy**

In accordance with Maine law, the company will grant up to 15 working days of leave to an eligible employee who requests leave and who is the spouse, domestic partner, or parent of a person who is a resident of Maine and is deployed for military service for a period lasting longer than 180 days. Leave can be taken prior to and/or at the end of the family member's military deployment. **[ ...Included when you create a custom handbook ]**

## **Maine - Unused Vacation Time**

Unused vacation time will be paid out with any applicable final wages in accordance with the **[ ...Included when you create a custom handbook ]**

## **Maine - Family and Medical Leave (FMLA)**

Under Maine law, eligible employees of the company can take up to 10 weeks of unpaid family medical leave within a 2-year period, due to the following:

- Giving birth or caring for a newborn **[ ...Included when you create a custom handbook ]**

# **Maryland Policies**

## **Maryland - Paid Sick Leave**

The company provides paid sick leave to all eligible employees in accordance with the Maryland Healthy Working Families Act.

### Eligibility

An employee who works in the State of Maryland for an employer that employs more than 15 employees is entitled to paid sick leave. Companies with 14 or fewer employees must provide unpaid sick leave.

There may be additional paid sick leave policies for employees living in Montgomery County.

### Reasons for Leave

Sick leave can be used for the employee's or a family member's physical or mental health care, including diagnosis, treatment, preventive care, and certain absences related to domestic violence, sexual assault, or stalking.

Sick leave may be taken for multiple reasons, including:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave;
- When an absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member. In this case, the leave may be used to obtain medical or mental health attention, to obtain services from a victim services organization, for legal services or proceedings, or because the employee has temporarily relocated as a result of domestic violence, sexual assault, or stalking.

Family member means:

- A biological child, an adopted child, a foster child, or a stepchild of the employee;
- A child for whom the employee has legal or physical custody or guardianship
- A child for whom the employee stands in loco parentis, regardless of the child's age;
- A biological parent, an adoptive parent, a foster parent, or a stepparent of the employee or the employee's spouse;
- The legal guardian of the employee;

- An individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor;
- The spouse of the employee;
- A biological grandparent, an adopted grandparent, a foster grandparent, or a step-grandparent of the employee;
- A biological grandchild, an adopted grandchild, a foster grandchild, or a step-grandchild of the employee; or
- A biological sibling, an adopted sibling, a foster sibling, or a stepsibling of the employee.

#### Amount of Leave and Usage

Eligible employees *[ ...Included when you create a custom handbook ]*

#### **Maryland - Voting Leave**

The company provides leave for registered voters to vote in the State for a period not to *[ ...Included when you create a custom handbook ]*

#### **Maryland - Emergency Response Leave**

The company will provide employees up to 15 days of leave per calendar year to employees who are called to respond to an emergency mission of the Maryland Civil Air Patrol. The leave applies when the employee has been authorized by the U.S. Air Force, the governor, or a political subdivision in Maryland to respond to an emergency mission.

The company will *[ ...Included when you create a custom handbook ]*

#### **Maryland - Court Attendance Leave**

The company will not terminate an employee because of job time lost by the employee as a result of either:

- The employee's response to a subpoena requiring the employee to appear as a witness in any civil or criminal proceeding, including discovery proceedings; or

- The employee's attendance at a proceeding that the employee has a right to attend under the law.

***[ ...Included when you create a custom handbook ]***

## **Maryland - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness ***[ ...Included when you create a custom handbook ]***

## **Maryland - Flexible Leave**

The Flexible Leave Act authorizes employees to use their existing vacation time, sick leave, or any other compensatory time to care for an immediate family member who is ill or for bereavement leave upon the death of an immediate family member. An immediate family member is a child, spouse, or parent.

An employee may elect the type and amount of leave to use.

Employees must ***[ ...Included when you create a custom handbook ]***

## **Maryland - Parental Leave Act**

The company will provide eligible employees with 6 work weeks of unpaid parental leave benefits, during any 12-month period, for the birth, adoption, or foster placement of a child. This leave applies to companies with 15 or more employees but not more than 49 employees in the state. An "eligible employee" is one who, as of the date of the requested parental leave, will have been employed by the company for at least 12 months and has worked at least 1,250 hours during the previous 12 months. An employee is not eligible if they work at a worksite with fewer than 15 employees.

The company does require that employees make a reasonable effort to provide at least 30 days notice of the need for leave, if applicable. There are exceptions to the notice requirement for premature births, unexpected adoptions, or unexpected foster placements.

If an employee has ***[ ...Included when you create a custom handbook ]***

## **Maryland - Bone Marrow & Organ Donation Leave Policy**

### Eligibility

- The employee must have been employed with the company for at least 12 months and 1,250 hours during the previous 12-month period before the leave starts.

#### Reasons for Leave

- Employees must be donating bone marrow or an organ to another person.

#### Amount of Leave

- Employees may take ***[ ...Included when you create a custom handbook ]***

### **Baltimore City, Maryland - Lactation Accommodations**

Employees have a legal right to request a lactation accommodation pursuant to the Baltimore City Lactation Accommodation in the Workplace Ordinance (the "Ordinance").

The company will provide a reasonable amount of break time to accommodate employees desiring to express ***[ ...Included when you create a custom handbook ]***

### **Montgomery County, Maryland - Sick and Safe Leave**

The company provides paid earned sick and safe leave (ESSL) to eligible employees who regularly work at least eight (8) hours per week in Montgomery County pursuant to the Montgomery County Earned Sick and Safe Leave Law.

#### Accrual

Employees in Montgomery County will accrue 1 hour for ***[ ...Included when you create a custom handbook ]***

## **Massachusetts Policies**

### **Massachusetts - Sick Leave Policy**

The company provides paid sick leave to all eligible employees in accordance with MGL c.149, §§ 148C, and 148D.

#### Eligibility

An employee who works in Massachusetts is entitled to paid sick leave if the company employs more than 11 or more employees. If the company employs 10 or fewer employees, Massachusetts employees will be provided with unpaid sick leave.

### Reasons for Leave

Sick leave can be used for the employee's or a family member's physical or mental health care, including diagnosis, treatment, preventive care, **[ ...Included when you create a custom handbook ]**

### **Massachusetts - Parental and Paid Family Medical Leave**

This policy provides employees with information concerning Paid Family Medical Leave (PMFL) entitlements and obligations employees may have during such leaves, as well as provisions under the Massachusetts Parental Leave Act (MPLA).

The terms and provisions outlined in this policy shall be construed in accordance with the PFMLA, MPLA, and applicable regulations.

To request parental leave or to ask a question regarding parental leave eligibility, employees should contact a human resources representative. Whenever possible, employees must notify the company of their need for parental leave at least two weeks prior to its planned commencement and must notify the company at least two weeks prior to a planned return from leave.

### Parental Leave Eligibility:

Under Massachusetts PFML **[ ...Included when you create a custom handbook ]**

### **Massachusetts - Voting Leave**

Employees working in manufacturing, mechanical, or mercantile **[ ...Included when you create a custom handbook ]**

### **Massachusetts - Meal Breaks**

The company will provide employees with a thirty-minute meal break during each work shift that lasts more than six **[ ...Included when you create a custom handbook ]**

### **Massachusetts - Emergency Response Leave**

Employees who serve as volunteer firefighters or emergency medical technicians may take unpaid leave from work to respond to emergencies that occurred prior to the time employees are scheduled to report to work.

Regular full-time, regular part-time, and temporary employees who serve as volunteer firefighters or emergency medical **[ ...Included when you create a custom handbook ]**

### **Massachusetts - Personnel File**

The company maintains personnel and payroll records. It is important to provide us with current information regarding name, address, telephone number, insurance changes, tax exemptions, emergency contacts, and other **[ ...Included when you create a custom handbook ]**

### **Massachusetts - Lactation Accommodations**

The company will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break **[ ...Included when you create a custom handbook ]**

### **Massachusetts - Day of Rest**

In accordance with Massachusetts Title XXI, Chapter 149, Section 48, the company may provide certain eligible employees with 24 **[ ...Included when you create a custom handbook ]**

### **Massachusetts - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will be paid **[ ...Included when you create a custom handbook ]**

### **Massachusetts - Victim Leave**

The company will provide employees with up to 15 days of leave from work in any 12-month period if the employee, or a family member of the employee, is a victim of "abusive behavior" (defined as domestic violence, criminal stalking, or sexual assault) and the employee is using the leave to address related issues.



An employee may take leave to seek or obtain medical attention, obtain [ ***...Included when you create a custom handbook*** ]

### **Massachusetts - School Involvement/Small Necessities Leave Policy**

Eligible employees who have children in kindergarten or grades 1-12 may take up to 24 hours of unpaid time off for school activities per calendar year.

#### School Involvement Leave Uses

- To participate in school [ ***...Included when you create a custom handbook*** ]

## **Michigan Policies**

### **Michigan - Paid Sick Leave**

The company provides paid sick leave to all eligible employees in accordance with the Michigan Earned Sick Time Act, effective February 21, 2025.

#### Eligibility

Employees who work full or part-time in Michigan, including remote workers based in the state.

#### Reasons for Leave

Sick leave may be taken for the following reasons:

- To care for an employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's or the employee's family member's mental or physical illness, injury, or [ ***...Included when you create a custom handbook*** ]

### **Michigan - Equal Employment Opportunity Policy**

The company is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's religion, race, color, national origin, arrest record, genetic information, sex, sexual orientation, gender identity or expression, age, height, weight, marital status, disability, or any other status

protected by applicable law. This policy applies to all ***[ ...Included when you create a custom handbook ]***

### **Michigan - Final Paycheck**

When an employee separates from employment, the company will pay the employee all wages due by the next ***[ ...Included when you create a custom handbook ]***

### **Michigan - Crime Leave Policy**

Employees who have been a victim of a crime or are representatives of a crime victim are entitled to take time off from work in order to attend a judicial proceeding. This leave is unpaid.

Representatives of a victim are:

- The parent, guardian, or custodian of a victim of a crime, if the victim is under 18 years of age
- The guardian or custodian ***[ ...Included when you create a custom handbook ]***

### **Michigan - Civil Air Patrol Leave**

The company will not discipline or discharge an employee because they take Civil Air Patrol leave when they are called to respond by the governor or president of the United States. To be entitled to protected ***[ ...Included when you create a custom handbook ]***

### **Michigan - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their ***[ ...Included when you create a custom handbook ]***

### **Michigan - Social Security Protection Policy**

The company takes precautions to protect employees' social security numbers in accordance with the Michigan Social Security Privacy Act. Employees will be required to ***[ ...Included when you create a custom handbook ]***

### **Michigan - Whistleblower Policy**

The company does not retaliate, discriminate, or otherwise threaten an employee because they have reported a violation of a law, regulation, or rule and reports the activity verbally or in **[ ...Included when you create a custom handbook ]**

## Minnesota Policies

### Minnesota - Earned Sick and Safe Time

The company will provide earned sick and safe time (ESST) to eligible full-time, part-time, and temporary employees who perform work within Minnesota for a minimum of 80 hours per year. Employees will accrue one hour of ESST for every 30 hours worked, up to a maximum of 48 hours.

Employees may begin using ESST as soon as it accrues, with no waiting period, and in any increment. In the case of a city, county, or municipality ordinance for ESST which applies to a particular location within Minnesota, the more generous of the two ESST policies will apply.

#### Eligible reasons for ESST:

- Any employee's own physical or mental illness, injury, health condition, diagnostic need, treatment related to any medical condition, or **[ ...Included when you create a custom handbook ]**

### Minnesota - Voting Leave

Employees are eligible to take time off to vote when it will have the lowest adverse **[ ...Included when you create a custom handbook ]**

### Minnesota - Equal Opportunity Employer Policy

The company is committed to complying with all federal, state, and local laws and providing equal employment opportunities. The company does not discriminate on the basis of race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related **[ ...Included when you create a custom handbook ]**

### Minnesota - Family Military Leave

In accordance with Minnesota law, the company will grant up to ten working days of leave to an employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service [ ***...Included when you create a custom handbook ]***

### **Minnesota - Pregnancy Accommodations**

The company will provide reasonable accommodations to pregnant or those who are recovering from childbirth or a related condition.

Accommodations that do not constitute an undue hardship for the company:

- more frequent restroom, food, and water breaks;
- seating modifications;
- limits [ ***...Included when you create a custom handbook ]***

### **Minnesota - Pregnancy and Parental Leave**

Minnesota provides leave for eligible employees under the Minnesota Pregnancy and Parental Leave Act (MPPLA). Under this act, eligible employees may take up to 12 weeks of unpaid leave for a biological or adoptive parent in conjunction with the birth or adoption of a child including pregnancy, prenatal care, childbirth, or [ ***...Included when you create a custom handbook ]***

### **Minnesota - Lactation Accommodation**

The company will provide reasonable paid break time each day to lactating employees who need to express breast milk for their child. The company will make all reasonable efforts to provide a private place that is close to the employee's work area to express milk privately (other than a bathroom stall) and with an electrical outlet.

Employees who exercise their rights under Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodation law, including but not limited to [ ***...Included when you create a custom handbook ]***

### **Minnesota - Domestic Abuse or Harassment Leave**

Employees who are victims of domestic abuse or harassment are entitled to reasonable unpaid time off to seek a protective order from domestic abuse. The employee **[ ...Included when you create a custom handbook ]**

### **Minnesota - Personnel Records**

The company maintains personnel and payroll records. It is important to provide us with current information regarding name, address, telephone number, insurance changes, tax exemptions, emergency contacts, and other relative information.

Employees have the right to review their personnel records at no cost every six months after submitting a written request. If the records are maintained **[ ...Included when you create a custom handbook ]**

### **Minnesota - Wage Disclosure Protection**

Under the Minnesota Wage Disclosure Protection law, employees have the right to tell any person the amount of their own wages. The company may not retaliate against an employee for disclosing their own wages. There are remedies under the Wage Disclosure Protection law to bring a civil action against an employer **[ ...Included when you create a custom handbook ]**

### **Minnesota - Crime Victims Leave**

Under Minnesota state law, victims of violent crime or are requested by a prosecutor for court proceedings are granted reasonable time. This leave applies to employees and their immediate family members. Except for emergency situations, employees are required **[ ...Included when you create a custom handbook ]**

### **Minnesota - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will not be required to use annual, **[ ...Included when you create a custom handbook ]**

### **Minnesota - Political Activity Leave**

In accordance with Minnesota Statue 202A.135, the company provides leave for certain political activities including work related to committee meetings of a major

political party if the employee is a member of the committee, or for attending any convention of major ***[ ...Included when you create a custom handbook ]***

### **Minnesota - Civil Air Patrol Leave**

Unless the leave would unduly disrupt the operations, the company will provide an employee with unpaid leave to execute their duties in the Civil Air Patrol. To be entitled to leave, the employee must be a member ***[ ...Included when you create a custom handbook ]***

### **Minnesota - Bone Marrow Donation Leave**

In accordance with Minnesota Statute 181.945, the company provides paid leave for eligible employees to donate bone marrow.

#### Eligibility

- The employee must work an average of 20 hours or more per week. Independent contractors are ***[ ...Included when you create a custom handbook ]***

### **Minnesota - School Involvement Leave Policy**

Employees who have children in kindergarten or grades 1-12 may take up to 16 hours of unpaid time off for school activities per calendar year.

#### School Involvement Leave Uses

- To attend school ***[ ...Included when you create a custom handbook ]***

### **Minneapolis, MN - Earned Sick and Safe Time**

The company provides Sick and Safe Time (SST) to employees who perform work within the City of Minneapolis for at least 80 hours a year. To the extent that this policy differs from a more generous leave policy, the more generous policy will apply.

#### Accrual

Employees begin to accrue ***[ ...Included when you create a custom handbook ]***

## **St. Paul, Minnesota - Paid Earned Sick and Safe Time**

The company provides Earned Sick and Safe Time (ESST) to employees who perform work within the City of St. Paul for at least 80 hours a year. To the extent that this policy differs from a more generous leave policy, the more generous policy will apply.

### Accrual

Eligible employees will accrue one (1) hour of ESST for every 30 hours worked, up to a maximum annual accrual of 48 hours. Additionally, the employee's total ESST accrual balance may not exceed 80 hours at any time ***[ ...Included when you create a custom handbook ]***

## **Mississippi Policies**

### **Mississippi - Lactation Policy**

The company will not prevent nursing mothers from expressing breast milk in the workplace during their break or meal ***[ ...Included when you create a custom handbook ]***

### **Mississippi - Crime Victim Leave**

The company will not discharge or discriminate against an employee who is a victim of a crime and will need to respond to a subpoena to testify in a criminal proceeding or participate ***[ ...Included when you create a custom handbook ]***

## **Missouri Policies**

### **Missouri - Paid Sick Leave**

Effective May 1, 2025, the company provides paid sick leave to all eligible employees in accordance with Missouri law.

### Eligibility

With some exceptions, employees who work in Missouri for a private employer are entitled to receive ***[ ...Included when you create a custom handbook ]***

## **Missouri - Voting Leave**

Employees are eligible to receive up to a maximum of three hours of time off from work to vote if an employee is scheduled to [ ***...Included when you create a custom handbook*** ]

## **Missouri - Emergency Response Leave**

### Emergency Services Leave

Employees who are absent from or late to work to respond to an emergency as a volunteer firefighter or a member of the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or FEMA, will be granted an [ ***...Included when you create a custom handbook*** ]

## **Missouri - Civil Air Patrol Leave**

The company provides unpaid leave to employees who are members of the Civil Air Patrol to perform emergency services with the Civil Air Patrol emergency service or to fly counter-narcotics missions. This leave is capped at 15 workdays per calendar year. However, [ ***...Included when you create a custom handbook*** ]

## **Missouri - Coast Guard Auxiliary Leave**

The company provides up to 15 days of unpaid leave (including travel time) per calendar year to employees who are members of the U.S. Coast Guard Auxiliary. However, if the employee is responding to a state or national emergency that is declared in Missouri or on a navigable waterway in or adjacent to Missouri the [ ***...Included when you create a custom handbook*** ]

## **Missouri - Victim Leave**

The company will not discharge or discipline any victim, or member of a victim's immediate family for honoring a subpoena to testify in a criminal proceeding, attending a criminal proceeding, or participating in the preparation of a criminal proceeding.

The company will not require any victim, or member of a victim's immediate family to use vacation time, personal time, or sick leave f [ ***...Included when you create a custom handbook*** ]

## **Missouri - Jury Duty**



Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor **[ ...Included when you create a custom handbook ]**

## **Missouri - Leave and Accommodations for Victims of Domestic or Sexual Violence**

The company provides employees with leave and related safety accommodations to employees who are victims of domestic or sexual violence. This policy applies to companies with 20 or more employees.

Mo. Rev. Stat. § 285.625 – 285.670.

### **Covered Employees**

Employees who perform work or service of any kind or character for hire within the state of Missouri are eligible for leave **[ ...Included when you create a custom handbook ]**

## **Montana Policies**

### **Montana - Pregnancy Leave**

The company will provide reasonable leave related to childbirth, delivery, and related medical conditions in a manner consistent with any other medical condition to which leave would apply. The company will not treat pregnancy or childbirth-related disability **[ ...Included when you create a custom handbook ]**

### **Montana - Crime Victim Leave**

The company will provide an unpaid leave of absence for employees who have been victims of crime. This leave requirement is extended to family members of crime victims, who can ask for time off to attend court proceedings.

As used in this section, "member of the victim's family" means **[ ...Included when you create a custom handbook ]**

### **Montana - Record-keeping Policy**

Montana law requires that the company follow certain employee record-keeping practices.

These practices require keeping certain records for up to **[ ...Included when you create a custom handbook ]**

### **Montana - Social Media**

Montana laws place prohibitions on employers regarding the personal social media accounts of employees and job applicants. These prohibitions include the following:

- Requesting access to an employee's personal social media password
- Asking the applicant or employee to disclose **[ ...Included when you create a custom handbook ]**

### **Montana - Final Paycheck**

When an employee is laid off or discharged, they will be paid their final wages upon separation. When an employee voluntarily quits or resigns, the company **[ ...Included when you create a custom handbook ]**

## **Nebraska Policies**

### **Nebraska - Voting Leave**

Employees who do not have two consecutive hours before or after their shift during the period between the **[ ...Included when you create a custom handbook ]**

### **Nebraska - Family Military Leave Act**

In accordance with the Nebraska Family Military Leave Act, eligible employees may request leave to allow an eligible employee who is the spouse or parent of a person called to military service lasting 179 days or longer, with the State or United States pursuant to the orders of the Governor or President of the United States, to take up to 30 days of **[ ...Included when you create a custom handbook ]**

### **Nebraska - Pregnancy Accommodations**

The company complies with the Nebraska Fair Employment Practices Act and does not discriminate against applicants or employees on the basis of pregnancy, childbirth, or related conditions. The company will provide reasonable accommodations to pregnant or those who are recovering from childbirth or a related condition unless the accommodation would impose an undue hardship on the company.

Examples of reasonable accommodations include, but are not limited to:

- provision of more frequent or longer break periods;
- more frequent restroom, food, and water breaks;
- acquisition *[ ...Included when you create a custom handbook ]*

### **Nebraska - Continuation of Coverage**

The Nebraska Health Insurance Continuation of Coverage Act, or “mini-COBRA,” is a state law that allows for the continuation of your employer-sponsored health insurance coverage and applies to employers with 20 or fewer employees. If you are involuntarily terminated, for reasons other than misconduct, mini-COBRA allows you to keep your coverage on a monthly basis until one of the following events happen:

- The date of expiration of a period of six months f *[ ...Included when you create a custom handbook ]*

### **Nebraska - Record-Keeping Law**

All Nebraska employers are required to keep records of details of employment for each of their workers for at least 4 years.

The information that needs to be kept includes:

- Employee name
- Social security number
- Place of residence *[ ...Included when you create a custom handbook ]*

### **Nebraska - Workplace Privacy Act**

Under Nebraska’s Workplace Privacy Act, the company will not ask an employee or an applicant to:

- Provide any login information to a personal account on the Internet

- Log in to their account in the presence of the ***[ ...Included when you create a custom handbook ]***

## **Nevada Policies**

### **Nevada - Paid Leave**

The company provides paid leave to all eligible employees in accordance with Senate Bill No. 312.

Pursuant to Nevada Senate Bill, employees are entitled to earn paid leave up to a maximum of 40 hours per year. To comply with the law, employees will be awarded 40 hours of leave to use after 90 days of employment and ***[ ...Included when you create a custom handbook ]***

### **Nevada - Voting Leave**

Employees may take leave to vote according to the following:

- If the workplace is within 2 miles of the polling location: 1 hour
- If the ***[ ...Included when you create a custom handbook ]***

### **Nevada - Pregnancy Accommodation**

The company complies with the Nevada Pregnant Workers Fairness Act and does not discriminate against applicants or employees on the basis of pregnancy, childbirth, or related conditions. The company will provide reasonable accommodations to pregnant or those who are recovering ***[ ...Included when you create a custom handbook ]***

### **Nevada - Social Media Regulations**

State law protects employees based in Nevada, in terms of their social media accounts.

The company will not:

- Require, request, suggest, or cause their employees or applicants to disclose any information that ***[ ...Included when you create a custom handbook ]***

## **Nevada - Witness Leave**

The company will provide leave to any employee who is summoned to ***[ ...Included when you create a custom handbook ]***

## **Nevada - Domestic Violence and Sexual Assault Leave**

Employees who are victims of domestic or sexual violence, or have a family member who is, must be offered this type of leave, provided they have worked at least 90 days for ***[ ...Included when you create a custom handbook ]***

## **Nevada - Record Keeping**

The company will keep records of all employees for a length of 3 years.

The information that needs to be kept includes:

- Employee name
- Social security number
- Occupation of the employee ***[ ...Included when you create a custom handbook ]***

## **Nevada - Uniform Expense**

Employees who are required to wear a uniform or any other accessories with a distinctive style, color, or material — according to state law, it's the company's responsibility to provide ***[ ...Included when you create a custom handbook ]***

## **Nevada - Meal and Rest Breaks**

The company provides reasonable meal and rest periods in accordance with Nevada law.

Employees who work 8 or more continuous hours are entitled to an unpaid, uninterrupted 30-minute meal break.

Additionally, employees are entitled ***[ ...Included when you create a custom handbook ]***

## **Nevada - Final Paycheck**

When an employee is discharged from the company, they will be paid on the last day of their employment.

When an employee voluntarily quits or resigns, the company ***[ ...Included when you create a custom handbook ]***

## **Nevada - School Involvement Leave Policy**

Employees who have children in kindergarten or grades 1-12 may take up to 4 hours of unpaid time off for school activities per child per calendar year.

School Involvement Leave Uses

- To attend school ***[ ...Included when you create a custom handbook ]***

# **New Hampshire Policies**

## **New Hampshire - Meal Breaks**

New Hampshire requires that all employees be provided ½ hour for a lunch break, after 5 consecutive hours. Meal break time is uncompensated time for non-exempt employees. If it is feasible for the employee to eat while working ***[ ...Included when you create a custom handbook ]***

## **New Hampshire - Social Media Regulations**

The company will not request personal information from employees regarding their social media accounts under the guise of “assessment”, such as:

- Usernames ***[ ...Included when you create a custom handbook ]***

## **New Hampshire - Crime Victim Employment Leave Act**

The company will provide unpaid leave time to an employee under this act if the employee is:

- A crime victim,

- An immediate family member of a homicide victim ***[ ...Included when you create a custom handbook ]***

## **New Hampshire - Pregnancy and Disability Leave**

Employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. A pregnancy disability leave begins when an employee is medically determined to be disabled and ends when the employee is medically determined to be able to return ***[ ...Included when you create a custom handbook ]***

## **New Hampshire - Emergency Response Leave**

The company will provide unpaid leave to an employee who is a member of a fire department, rescue squad, or emergency medical services agency who is called into service of the state or a political subdivision to respond to the emergency.

The company will not require an employee to use or exhaust his ***[ ...Included when you create a custom handbook ]***

# **New Jersey Policies**

## **New Jersey - Paid Sick Leave**

The company provides paid sick leave to all eligible employees in accordance with Section 34:11D Earned Sick Leave.

### Eligibility

All eligible employees working in the state of New Jersey.

### Reasons for Leave

Sick leave may be taken if the employee has:

- time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury, or other adverse health condition, or for preventive medical care for the employee;
- the time needed for the employee ***[ ...Included when you create a custom handbook ]***

## **New Jersey Family Leave Act & New Jersey Family Leave Insurance**

The NJFLA allows eligible employees to take time off from work for the care of a family member (child, parent, spouse, or any other designated family member) with a serious health condition or to care for a newborn or adopted child.

The terms and provisions outlined in this policy shall be ***[ ...Included when you create a custom handbook ]***

## **New Jersey - Workplace Privacy**

### Employee Monitoring

Under New Jersey law the company will not listen to or record any oral, wire, or electronic communications of their employees unless at least one party to the communication consents.

N.J. Stat. Ann. §§ 2A:156A-1 - 2A:156A-37.

### Social Media Privacy

The company follows New Jersey law and will not:

- Require or request a current or prospective employee to provide or disclose any ***[ ...Included when you create a custom handbook ]***

## **New Jersey - Emergency Response Leave**

The company provides unpaid emergency response leave to employees who are volunteer emergency responders during a state of emergency. The employee can use available sick or vacation days. At least one-hour advance ***[ ...Included when you create a custom handbook ]***

## **New Jersey - Misclassification Notice**

Under New Jersey law employers are required to inform employees of employee misclassification. This notice should be posted in the workplace and in the employee handbook.

- The prohibition against employers misclassifying employees;
- The standard that is applied by the New Jersey Department of Labor ***[ ...Included when you create a custom handbook ]***



### **New Jersey - Lactation Accommodations**

The company will provide reasonable accommodation for employees who are breastfeeding. This includes reasonable break time each day and a suitable room or other location with privacy, in close proximity ***[ ...Included when you create a custom handbook ]***

### **New Jersey - Religious Accommodation Policy**

The company is committed to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. Employees may request an accommodation when their religious beliefs cause a deviation from the company dress or grooming code, or the individual's schedule, basic job duties, or other aspects of ***[ ...Included when you create a custom handbook ]***

### **New Jersey - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will ***[ ...Included when you create a custom handbook ]***

### **New Jersey - Pre-Tax Transportation Fringe Benefit**

The company offers a pre-tax transportation fringe benefit to all employees not currently covered by a collective bargaining agreement. Employers with employees subject to a collective bargaining agreement in effect ***[ ...Included when you create a custom handbook ]***

### **New Jersey - Victim Leave**

The company will provide up to 20 days of unpaid leave under New Jersey's Security and Financial Empowerment Act (SAFE Act). This leave is for employees who are, or whose family member is, a victim of domestic violence or sexual assault for medical or legal activities related to the violence. Employees eligible for leave must have worked for at least 1,000 hours during the immediately preceding 12-month ***[ ...Included when you create a custom handbook ]***

# New Mexico Policies

## New Mexico - Paid Sick Leave

The company provides paid sick leave to all eligible employees in accordance with the New Mexico Healthy Workplaces Act.

### Eligibility

All eligible employees working in the state of New Mexico.

### Reasons for Leave

Sick leave may be taken for the employee's:

- Mental or physical illness, injury, or ***[ ...Included when you create a custom handbook ]***

## New Mexico - Voting Leave

Employees are eligible to receive up to a maximum of two hours of time ***[ ...Included when you create a custom handbook ]***

## New Mexico - Human Rights Act (NMHRA) Policy

In accordance with the New Mexico Human Rights Act (NMHRA), the company is committed to providing a workplace free from discrimination. The company does not discriminate based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age (40+), physical or mental disability, serious medical condition, spousal affiliation, or any other protected category under state law.

Employment decisions, including ***[ ...Included when you create a custom handbook ]***

## New Mexico - Caregiver Leave Policy

In accordance with the New Mexico Caregiver Leave Act, employees who have accrued sick leave may use that leave to care for family members. Caregiver leave may be used ***[ ...Included when you create a custom handbook ]***

## **New Mexico - Domestic Violence Leave**

The company provides leave for victims of domestic violence in accordance with the Promoting Financial Independence for Victims of Domestic Abuse Act.

### Leave Usage

Employees may take up to 14 days in a calendar year to obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse or to meet with law enforcement officials, to consult with attorneys or district attorneys' victim advocates or to attend court proceedings related to the domestic abuse of an employee or an employee's family member.

Employees may *[ ...Included when you create a custom handbook ]*

## **New Mexico - Pregnancy Accommodations**

The company complies with the New Mexico Pregnant Worker Accommodation Act and does not discriminate against applicants or employees based on pregnancy, childbirth, or related conditions. The company will provide reasonable accommodations to *[ ...Included when you create a custom handbook ]*

## **New Mexico - Record-keeping**

All New Mexico companies must keep records of employment details for each of their workers for at least 4 years.

The information that needs to be kept includes:

- Employee name
- Social security number
- Occupation of the employee
- Date *[ ...Included when you create a custom handbook ]*

## **New Mexico - Social Media**

New Mexico law prohibits employers from requiring or requesting that applicants share their social media passwords or other access methods.

The company will not ask their applicants and current employees to disclose the following information about their personal ***[ ...Included when you create a custom handbook ]***

### **New Mexico - Volunteer Emergency Responder Leave**

The company will provide leave to employees who are volunteer emergency responders. The company will provide them up to 10 days per year to respond to an emergency. This leave is unpaid.

Here are some examples of such ***[ ...Included when you create a custom handbook ]***

### **New Mexico - Civil Air Patrol Leave**

New Mexico employees who are members of the Civil Air Patrol are entitled to up to 15 days of unpaid leave per year.

The purpose of this leave must be to participate ***[ ...Included when you create a custom handbook ]***

### **New Mexico - Final Paycheck**

When an employee voluntarily quits or resigns, the company will pay the employee a final paycheck on their next regularly scheduled pay day. If the company terminates the employee, it will pay all fixed salaries within ***[ ...Included when you create a custom handbook ]***

### **New Mexico - Bernalillo County Paid Time Off**

The company provides paid leave to employees in accordance with Bernalillo County's Employee Wellness Act.

#### Eligibility

Employees in the unincorporated areas of the county employed at least 56 hours per year by an employer with two or more employees.

#### Leave Accrual

Eligible employees can earn paid leave at a rate of 1 hour for every 32 hours worked. An employee cannot accrue more ***[ ...Included when you create a custom handbook ]***

# New York Policies

## New York - Paid Sick Leave

The company provides paid sick leave to all eligible employees in accordance with the New York Paid Sick Leave Law.

There may be additional Sick Leave policies for employees living and working in New York City limits or Westchester County.

### Eligibility

All private-sector employees in New York State are covered, regardless of industry, occupation, part-time status, and overtime exempt status.

Companies with fewer than 5 employees and an annual net income of \$1 million or less are required to provide up to 40 hours of unpaid leave annually.

Companies with fewer than 5 employees and an annual net income of over \$1 million and companies with between 5-99 employees are required to provide up to 40 hours of paid leave annually.

Companies with 100 or more employees are required to provide up to 56 hours of paid leave annually.

### Reasons for Leave

Sick leave may be taken for multiple reasons, **[ ...Included when you create a custom handbook ]**

## New York Paid Family Leave

The company provides paid family leave to eligible employees in accordance with New York Paid Family Leave (NYPFL) and applicable regulations.

### NYPFL Eligibility:

The following categories of employees are eligible for NYPFL.

- Full-time employees: Employees who work a regular schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.

- **Part-time employees:** Employees who work a regular schedule of fewer than 20 hours per week are eligible after working 175 days, which do not need to be consecutive. Employees with irregular schedules should look at their average schedule to determine if they work, on average, fewer than 20 hours per week.

#### NYPFL Qualifying Circumstances:

Under the NYPFL, you may ***[ ...Included when you create a custom handbook ]***

#### **New York - Voting Leave**

Employees who do not have four consecutive hours before or after their shift ***[ ...Included when you create a custom handbook ]***

#### **New York - Paid Prenatal Leave**

The company provides paid prenatal leave in accordance with New York State's Prenatal Leave Law to employees for health care services received by an employee during their pregnancy or related to pregnancy, including physical examinations, medical procedures, monitoring and testing, and discussions with a health care provider related to the pregnancy.

#### Amount and Use of Leave

Up to 20 hours of paid leave ***[ ...Included when you create a custom handbook ]***

#### **New York - Final Paycheck**

The company will pay an employee who has separated their final wages, less any deductions, no later than when they would have received ***[ ...Included when you create a custom handbook ]***

#### **New York - Lactation Accommodations**

In accordance with New York state law, the company provides 30-minute paid breaks each time an employee needs to express breastmilk in the workplace. Employees are also allowed to use existing ***[ ...Included when you create a custom handbook ]***

## **New York - Day of Rest**

In accordance with New York's One Day Rest in Seven law, the company will ensure covered employees take at least 24 consecutive hours of rest in any calendar week. Before operating on Sunday, the company will designate a ***[ ...Included when you create a custom handbook ]***

## **New York- Business Expense Reimbursement**

### Remote work expense reimbursement

Remote workers may be entitled to partial or total reimbursement for expenses incurred in conjunction with performing work remotely, including but not limited to home office equipment, cell phone expenses, and internet costs.

In order to be eligible for reimbursement ***[ ...Included when you create a custom handbook ]***

## **New York - Crime Victim Leave**

The company will provide crime victim leave to employees who are victims of a crime, as well as to employees who are subpoenaed as a witness in a criminal proceeding. This leave will be unpaid. Employees are required ***[ ...Included when you create a custom handbook ]***

## **New York - Domestic Violence Leave**

The company will provide leave to employees who are victims of domestic violence. Leave (for a reasonable amount of time) may be taken for the following purposes:

- To seek medical attention (including for a child victim);
- To obtain services from a domestic violence shelter, program, or rape crisis center;
- To obtain psychological counseling (including for a child victim);
- To take action to increase safety from domestic violence in the future, including relocating, or
- To obtain legal services, assist in the prosecution of the offense, or appear in court.

Employees must ***[ ...Included when you create a custom handbook ]***

### **New York - Emergency Response Leave**

The company will provide employees with time off to serve as a volunteer firefighter or a member of a volunteer ambulance service in response to an emergency. This leave ***[ ...Included when you create a custom handbook ]***

### **New York - Jury Duty**

Employees who are summoned to jury duty must notify their supervisor before starting jury duty. The company may withhold the wages of employees who serve as ***[ ...Included when you create a custom handbook ]***

### **New York - Human Rights Law**

The New York State Human Rights Law (NYSHRL) prohibits employers from discriminating in employment based on:

- Age
- Citizenship or immigration status
- Color ***[ ...Included when you create a custom handbook ]***

### **New York - Meal Breaks**

The company will provide the following meal breaks and rest periods to non-exempt New York employees as appropriate:

All Workers are entitled to an additional 20-minute meal break between 5:00 p.m. and 7:00 p.m. for workdays that extend from before 11:00 a.m. to after 7:00 p.m.

Non-factory workers who work longer than six ***[ ...Included when you create a custom handbook ]***

### **New York - Blood Donation Leave Policy**



An employee may take three hours of leave (during the employee's regular work schedule) in any twelve-month period to donate blood off-premises. The company may require **[ ...Included when you create a custom handbook ]**

### **New York - Bone Marrow Leave Policy**

An employee, working more than 20 hours per week) may take up to 24 hours of leave (during the employee's regular work schedule) in any twelve-month **[ ...Included when you create a custom handbook ]**

### **New York City - Temporary Schedule Change**

Employees who work 80 or more hours in New York City in a calendar year and have been employed by the company for 120 or more days are eligible for two (2) temporary changes to their work schedules each calendar year for certain "personal events."

#### Personal Events

A "personal event" **[ ...Included when you create a custom handbook ]**

### **New York City - Lactation Accommodations**

The company will provide a reasonable amount of break time each day for employees to express breast milk. This policy applies to companies with 4 or more employees.

Pursuant to New York City law, employees needing to express breast milk have a right to request access to a lactation room. The **[ ...Included when you create a custom handbook ]**

### **New York City - Pregnancy Accommodation**

In accordance with the NYC Human Rights Law, the company will not discriminate on the basis of pregnancy or perceived pregnancy and will endeavor to reasonably accommodate the needs of the employee for her pregnancy, childbirth, or related medical condition to allow her to perform the essential requisites **[ ...Included when you create a custom handbook ]**

### **New York City - Human Rights Law**

The New York City Human Rights Law (NYCHRL) prohibits employment discrimination based on:

- Age
- Immigration or citizenship status
- Arrest or *[ ...Included when you create a custom handbook ]*

### **New York City - Earned Safe and Sick Time**

In accordance with the New York City Earned Safe and Sick Time Act, covered employees may use safe and sick leave to care for themselves and qualified family members, including those who may be victims of domestic or sexual violence, human trafficking, or stalking.

- Employers with 100 or more employees must provide up to 56 hours of paid leave each calendar year.
- Employers with five *[ ...Included when you create a custom handbook ]*

### **Binghamton, New York - Equal Employment Opportunity Policy**

The company is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's actual or perceived age, race, color, creed, religion, national *[ ...Included when you create a custom handbook ]*

### **Westchester County, New York - Safe Time Leave**

The company provides safe time leave to employees who work in Westchester County for more than 90 days in a calendar year and are victims of domestic violence or human trafficking.

#### Available Leave

Eligible employees are entitled to take up to 40 hours of paid safe time leave in any year. For purposes of this policy, the year is a 12-month period beginning January 1 and ending on December 31.

#### Usage

Employees can *[ ...Included when you create a custom handbook ]*

# North Carolina Policies

## North Carolina - Final Paycheck

The company will pay an employee who has separated from employment all wages due by the next regular payday. An employee can request payment of the final paycheck by **[ ...Included when you create a custom handbook ]**

## North Carolina - Military Leave

Employees who are members of the North Carolina National Guard called into service by the governor are entitled to leave without pay. The company will not require employees to use any **[ ...Included when you create a custom handbook ]**

## North Carolina - Civil Air Patrol Leave

Employees who are members of the North Carolina Wing of the Civil Air Patrol and are required to perform duties for a State-approved mission or US Air Force authorized mission are entitled to 14 days **[ ...Included when you create a custom handbook ]**

## North Carolina - Victim Leave

The company will not discharge, demote, deny a promotion, or discipline an employee because the employee took reasonable time off from work to obtain or attempt to obtain relief from **[ ...Included when you create a custom handbook ]**

## North Carolina - Emergency Response Leave

Employees who work as volunteer emergency responders, including firefighters and emergency or rescue squad personnel may be provided with sufficient unpaid leave to respond to a call when called into service of the State after a declaration of a state of emergency by the Governor or by the General Assembly, or upon the activation of **[ ...Included when you create a custom handbook ]**

## North Carolina - Jury Duty

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will not be required to use annual, vacation, **[ ...Included when you create a custom handbook ]**

### **North Carolina - Meal Breaks for Young Workers**

The company provides meal breaks of 30 minutes to minors under the age of 16 who work more than **[ ...Included when you create a custom handbook ]**

### **North Carolina - Leave for Parent Compliance with Juvenile Court Orders**

The company will not retaliate against employees for complying with court orders requiring attendance at a court appearance, the child's medical, surgical, psychiatric, or psychological evaluation or treatment, or a parental responsibility class. **[ ...Included when you create a custom handbook ]**

### **North Carolina - School Involvement Leave Policy**

Employees who are parents or guardians of children in kindergarten or grades 1-12 may take up to 4 hours of unpaid time off (no more than 4 hours per day) for school activities per calendar year.

#### School Involvement Leave Uses

- To attend school conferences, behavioral meetings, or academic meetings related to the employee's child, if the conference or meeting cannot be scheduled during non-work hours

Employees must request time off **[ ...Included when you create a custom handbook ]**

## **North Dakota Policies**

### **North Dakota - Discrimination Protections**

The company expressly prohibits discrimination against employees or applicants on the basis of an individual's race, creed, gender, sex, color, religion, national origin, age, disability, pregnancy (including childbirth and related health conditions), marital status, gender i **[ ...Included when you create a custom handbook ]**

## **North Dakota - Recordkeeping Policy**

The company will make and maintain written records of their employees during the time of their employment and 2 years after.

Such records must show:

- Wages
- Wage rates *[ ...Included when you create a custom handbook ]*

## **Ohio Policies**

### **Ohio - Voting Leave Policy**

The company will not discipline employees for taking a reasonable amount of time to vote *[ ...Included when you create a custom handbook ]*

### **Ohio - Final Paycheck**

When an employee separates from the company all final wages due will be paid within *[ ...Included when you create a custom handbook ]*

### **Ohio - Victim Leave**

The company acknowledges that employees may have an obligation to attend or participate in criminal legal proceedings either as a witness, victim's representative, or because the employee or a close family member was victimized by a criminal *[ ...Included when you create a custom handbook ]*

### **Ohio - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of *[ ...Included when you create a custom handbook ]*

### **Ohio - Meal Breaks for Minors**

The company provides meal breaks of 30 minutes to minors under the age of *[ ...Included when you create a custom handbook ]*

## **Ohio - Emergency Response Leave**

Employees who work as volunteer emergency responders, including firefighters or emergency medical providers will not be disciplined for responding to a call. An employee who uses this leave should provide their supervisor with appropriate documentation from the chief executive of their volunteer fire company, ambulance service, or ***[ ...Included when you create a custom handbook ]***

## **Ohio - Family Military Leave**

The company will provide time off, either 80 hours or 10 days of unpaid leave (whichever is less) per calendar year, to eligible employees who are the legal custodian, spouse, or parent of a current member of the uniformed services who has been called for active duty for more than 30 days or who is injured, hospitalized or wounded on active service. Employees are eligible for leave when they have worked for the company for at least 12 consecutive months and have worked at least 1,250 hours in the 12 months preceding the start of the leave. Leave must ***[ ...Included when you create a custom handbook ]***

# **Oklahoma Policies**

## **Oklahoma - Voting Leave**

Employees are eligible to receive up to two hours of time off work to vote on the day of the election or ***[ ...Included when you create a custom handbook ]***

## **Oklahoma - Lactation Accommodations**

Under Oklahoma breastfeeding law, an employer is required to provide nursing mothers with lactation accommodations for up to 1 year after childbirth.

The company will:

- Provide unpaid break time to an employee to breastfeed or express breast milk in the workplace — during the employee's lunch break or any other break, to the extent that this ***[ ...Included when you create a custom handbook ]***

## **Oklahoma - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as ***[ ...Included when you create a custom handbook ]***

### **Oklahoma - Rest Breaks for Young Workers**

The company provides 14 or 15-year-old workers with 1 hour cumulative rest period for 8 ***[ ...Included when you create a custom handbook ]***

### **Oklahoma - Final Paycheck**

When an employee separates from the company, they will be paid on the date of their ***[ ...Included when you create a custom handbook ]***

## **Oregon Policies**

### **Oregon - Paid Sick Leave**

The company provides paid sick leave to all eligible employees in accordance with ORS 653.601-653.611.

#### **Eligibility**

Paid sick leave applies to companies with 10 or more employees (6 or more if the company has a location in Portland). For companies with fewer than 10 employees, sick leave is protected but unpaid.

An eligible "employee" is an individual who ***[ ...Included when you create a custom handbook ]***

### **Oregon Family Leave Act ("OFLA")**

This policy provides employees with information concerning OFLA entitlements and obligations employees may have. The terms and provisions outlined in this policy shall be construed in accordance with the OFLAnd applicable regulations.

To request OFLA leave or to ask a question regarding OFLA eligibility, employees should contact Human Resources.

#### OFLA Eligibility:

To be eligible to take this time off, you must have worked an average of at least 25 hours per week for 180 days beforehand for an employer **[ ...Included when you create a custom handbook ]**

#### **Oregon - Final Paycheck**

Employees who are fired, discharged, terminated, or permanently laid off

When an employee is discharged or leaves employment in accordance with a mutual agreement with the employer, including a layoff with no reasonable expectation of return, the employer must pay the employee all wages due no later than the end of the first business day after the date of the separation from **[ ...Included when you create a custom handbook ]**

#### **Oregon - Jury Duty**

Employees will be allowed to take leave without pay for time spent responding to a summons for jury duty. The company will not require an employee to use vacation, sick, or annual leave for time spent responding to a summons for jury duty. However, these jury duty protections do not alter or affect an employer's policies or agreements with employees concerning employees' wages during times when an **[ ...Included when you create a custom handbook ]**

#### **Paid Leave Oregon**

The company offers paid leave consistent with the regulations and entitlements of Oregon's Paid Leave benefit. Under Paid Leave Oregon, an employee may be eligible for paid family and medical leave of absence under certain circumstances.

Employees who work part-time, full-time, or seasonally in the state of Oregon, and who have earned at least \$1,000 from an Oregon employer **[ ...Included when you create a custom handbook ]**

#### **Oregon - Victim Leave**

The company will provide leave to an employee who is a crime victim, a victim of domestic violence, sexual assault, bias, or stalking, or who has a minor child or dependent who is a victim of these crimes. The company reserves the right to limit the amount of leave an eligible employee takes to attend a criminal proceeding if the employee's leave creates an undue hardship to the business. **[ ...Included when you create a custom handbook ]**



## **Oregon - Meal and Rest Periods**

### Meal Periods

Oregon law requires that, for work periods of at least six hours, employers provide their employees with a meal period that is at least 30 minutes of uninterrupted time in which the employee is relieved of all duties.

To the extent that this does not create an undue hardship for the company on the operation of the business, the company may not be required to provide 30-minute uninterrupted meal periods. Oregon law requires that employers must still provide you with adequate time to rest, consume a meal, and use the restroom [ ***...Included when you create a custom handbook*** ]

## **Oregon - Lactation Accommodations**

The company will provide a reasonable amount of break time to accommodate an

employee desiring to express breast milk for the employee's child who is 18 months of age or younger. The company will provide a reasonable [ ***...Included when you create a custom handbook*** ]

## **Oregon - Record-Keeping Requirements**

The company will retain an employee's personnel records for at least 60 days after termination. Time records will be retained for two years, and payroll records for three years. The statute of limitation for a wage or contract claim is six years.

Records will be produced within 45 [ ***...Included when you create a custom handbook*** ]

## **Oregon – Hazardous Condition Reporting**

Employees who observe or are aware of a workplace hazard are encouraged to report such hazards to their supervisor or a member of the Human Resources department.

The company prohibits all forms of retaliation against any [ ***...Included when you create a custom handbook*** ]

## **Oregon - Bone Marrow Donation Leave**

Eligible employees who undergo a medical procedure to donate bone marrow will be provided with time off. Eligible employees are those who work an average of 20 or more hours per week. The leave can extend up to the amount of the employee's accrued paid leave or 40 work hours, whichever is less unless the ***[ ...Included when you create a custom handbook ]***

## **Pennsylvania Policies**

### **Pennsylvania - Personnel File**

The company will allow employees to access their personnel records and will be allowed to take notes during the regular business hours of the office. Former employees may review their records ***[ ...Included when you create a custom handbook ]***

### **Pennsylvania - Victim and Witness Leave**

The company understands that employees may need to take time off work to attend court as the victim or witness of a crime (or if their family member is the victim of the crime). The company will not ***[ ...Included when you create a custom handbook ]***

### **Pennsylvania - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty or are subpoenaed as witnesses. The employee should try to provide as much advance notice of their jury or witness service to their ***[ ...Included when you create a custom handbook ]***

### **Pennsylvania - Emergency Response Leave**

Employees who work as volunteer emergency responders, including firefighters, police officers, or ambulance or rescue squad personnel may be provided with sufficient unpaid leave to respond to a call. An employee who uses this leave should ***[ ...Included when you create a custom handbook ]***

### **Pennsylvania - Emergency Leave**

In accordance with the Pennsylvania Employee's Failure to Report to Work During a State of Emergency Law, the company will not discipline employees for failure to report to work due to a road closure or a declared ***[ ...Included when you create a custom handbook ]***

## **Pennsylvania - Meal Breaks for Minors**

The company provides meal breaks of 30 minutes to minors ages **[ ...Included when you create a custom handbook ]**

## **Pennsylvania - Organ Donation Leave Policy**

All FMLA-eligible employees are granted leave for organ and tissue donation under the same leave they would be entitled to under the FMLA for their own serious health condition or that of a family member. This leave is available for **[ ...Included when you create a custom handbook ]**

## **Philadelphia, PA - Sick Leave Policy**

The company provides sick leave to all eligible employees in accordance with the Promoting Healthy Families and Workplaces law. Companies with 10 or more employees provide paid sick time to employees who work in Philadelphia for at least 40 hours a year. Companies with 9 or fewer employees provide unpaid sick leave.

### Accrual

Employees begin accruing paid sick time at the start of employment. Eligible employees will accrue one (1) hour of paid sick time for every 40 hours worked in Philadelphia, up to a maximum accrual of **[ ...Included when you create a custom handbook ]**

## **Philadelphia, PA - Domestic Violence, Sexual Assault, Or Stalking Leave**

The company will provide employees who are victims of domestic violence, sexual assault, or stalking, or who have a family or household member who is a victim of domestic violence, sexual assault, or stalking, with unpaid leave. Companies with 50 or more employees will provide up to eight workweeks of leave during any 12-month period, and companies with fewer than 50 employees will provide up to four workweeks of leave during any 12-month period. For the purpose of this policy, a calendar year starts on January 1 and ends on December 31.

Leave under this policy may be **[ ...Included when you create a custom handbook ]**

## **Philadelphia, PA - Employee Commuter Transit Benefit Programs**

All employees who work 30 or more hours a week within the City of Philadelphia are eligible to receive mass transit commuter benefits. The company has elected to

provide a program that permits employees to exclude certain ***[ ...Included when you create a custom handbook ]***

### **Philadelphia, PA - Fair Workweek Ordinance**

The Fair Workweek law in Philadelphia establishes standards for work hours and predictability pay for employees in the service, retail, and hospitality industries.

#### Covered Employers

Covered employers include retail, hospitality, or food services establishments with ***[ ...Included when you create a custom handbook ]***

### **Pittsburgh - Pregnancy Accommodations**

The company will not discriminate against employees because of pregnancy, childbirth, or related medical conditions and events. The company will endeavor to reasonably accommodate employees affected by a pregnancy, childbirth, or related medical conditions as well as employees who are the partner of a person who is pregnant or affected by a related medical condition to allow the employee to perform the essential duties of the job unless doing so will impose an undue hardship on the business. This policy applies to companies with 5 or more employees.

#### Accommodations

Such accommodations may include ***[ ...Included when you create a custom handbook ]***

### **Pittsburgh - Paid Sick Leave**

The Company will provide paid sick time to employees who work in the City of Pittsburgh for at least 35 hours in the calendar year in accordance with the Paid Sick Days Act.

#### Accrual

Employees begin accruing paid sick time at the start of employment. Employees accrue one (1) hour for every 35 hours worked in Pittsburgh, up to a maximum accrual cap each calendar year. For companies with 15 or more employees, the accrual cap is 40 hours. For companies with 15 or fewer employees, the accrual cap is 24 hours. For purposes of this policy, the calendar year is a consecutive 12-month period beginning on January 1 and ending on December 31.

#### Usage

Employees may ***[ ...Included when you create a custom handbook ]***

## **Allegheny County, PA - Paid Sick Leave**

The company provides paid sick leave to employees in accordance with the Allegheny County Paid Sick Leave Ordinance. This policy applies to companies with 26 or more employees.

### **Reasons for Leave**

Sick leave may be used for:

- An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; an employee's need for preventive medical care;
- Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventive medical care; or
- Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease.

Family member means:

- A biological, adopted, or foster child, stepchild, legal ward, child of a domestic partner, or a child to whom the employee stands in loco parentis.
- A biological, foster, adoptive, or step-parent; legal guardian of an employee or an employee's spouse or domestic partner; or a person who stood in loco parentis when the employee was a minor child.
- A person to whom the employee is legally married under the laws of any state.
- A grandparent or spouse, or domestic partner of a grandparent.
- A grandchild, a biological, foster, or adopted sibling.
- A domestic partner.

- Any individual for whom the employee has received oral permission from the employer to care for at the time of the employee's request to make use of sick time.

#### Amount of Leave and Usage

Employees are *[ ...Included when you create a custom handbook ]*

## **Rhode Island Policies**

### **Rhode Island - Paid Sick Leave**

The company provides paid sick leave to all eligible employees in accordance with The Healthy and Safe Families and Workplaces Act.

#### Eligibility

Most part-time, full-time, seasonal, temporary, or other employees who work in Rhode Island more than in any other state, with the following exceptions:

- Employees of local municipalities, state and federal governments, and other public entities.
- Per diem *[ ...Included when you create a custom handbook ]*

### **Rhode Island - Non-Harassment Policy**

The company has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves *[ ...Included when you create a custom handbook ]*

### **Rhode Island - Parental & Family Medical Leave Act**

This policy provides employees with information concerning Paid Family Leave entitlements and obligations employees may have during such leaves.

The terms and provisions outlined in this policy shall be construed in accordance with the RIPFMLA and applicable regulations. Employees may also be eligible for Temporary Caregiver Insurance (TCI), which provides up to five weeks of partial wage replacement.

To request RIPFMLA leave or to ask a question regarding RIPFMLA eligibility, employees should contact a human resources representative.

### **RIPFMLA Eligibility:**

Under RIPFMLA, you are eligible for leave if you:

- Employees are eligible **[ ...Included when you create a custom handbook ]**

### **Rhode Island - Pregnancy Accommodation**

The company does not discriminate against applicants or employees on the basis of pregnancy, childbirth, or related conditions. The company will provide reasonable accommodations to pregnant or those who are recovering from childbirth or a related condition unless the accommodation would impose an undue hardship on the company.

Examples of reasonable accommodations include, but are not limited to:

- provision of more frequent or longer break **[ ...Included when you create a custom handbook ]**

### **Rhode Island - Temporary Caregiver Benefits**

As allowed by law, Rhode Island employees may be eligible for temporary caregiver benefits for any week in which he or she is unable to perform their regular and customary work because he or she **[ ...Included when you create a custom handbook ]**

### **Rhode Island - School Involvement Leave Policy**

Employees who have children in kindergarten or grades 1-12 may take up to 10 hours of unpaid time off for school activities per calendar year.

#### School Involvement Leave Uses

- To attend school ***[ ...Included when you create a custom handbook ]***

## **South Carolina Policies**

### **South Carolina - At-Will Disclaimer Statement**

NOTHING IN THIS EMPLOYEE HANDBOOK IS INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT. ALL SOUTH CAROLINA EMPLOYEES ***[ ...Included when you create a custom handbook ]***

### **South Carolina - Lactation Accommodations**

The company will make reasonable efforts to provide a reasonable amount of unpaid break time to accommodate employees desiring to express breast milk for their child unless doing so poses an undue hardship on the company. If possible, the ***[ ...Included when you create a custom handbook ]***

### **South Carolina - Emergency Responder Leave**

The company will not terminate employees who are volunteer firefighters or volunteer emergency medical services personnel because they take time off from work to act ***[ ...Included when you create a custom handbook ]***

### **South Carolina - Crime Victim Leave**

The company will not retaliate against, suspend, or reduce the wages and benefits of a victim or witness who misses work to lawfully respond to a ***[ ...Included when you create a custom handbook ]***

### **South Carolina - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will not be ***[ ...Included when you create a custom handbook ]***



## **South Carolina - Pregnancy Accommodations**

The company will not discriminate against an individual because of pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation. The company will endeavor to make reasonable accommodations for the employee's medical needs arising from pregnancy, childbirth, or related medical conditions unless doing so would impose an undue hardship on the operation of the [ ***...Included when you create a custom handbook*** ]

## **South Carolina - Bone Marrow Donation Leave**

The company may grant a paid leave of absence to an eligible employee who seeks to undergo a medical procedure to donate bone marrow. An employee must work an average of twenty or more hours a week. The leave may not exceed [ ***...Included when you create a custom handbook*** ]

## **South Dakota Policies**

### **South Dakota - Voting Leave**

Employees who do not have two consecutive hours before or after their shift during the period between the time the polls open and close are eligible [ ***...Included when you create a custom handbook*** ]

### **South Dakota - Record-Keeping Policy**

According to South Dakota law, certain employment records have to be kept for a certain period of time following the termination of an employee's contract. Such records are listed below:

- 1 year - All other employment records are [ ***...Included when you create a custom handbook*** ]

## **Tennessee Policies**

### **Tennessee - Voting Leave Policy**

Employees who do not have three consecutive hours before or after their shift [ ***...Included when you create a custom handbook*** ]

### **Tennessee - Veterans Day Leave**

The company provides employees who are veterans with Veterans Day (November 11) off from work on a first-come-first-serve basis. The company does require employees to provide up to one month's written notice to their supervisor and [ ***...Included when you create a custom handbook*** ]

### **Tennessee- Meal and Rest Periods**

Each employee must have a 30-minute unpaid meal break if they are scheduled to work six hours consecutively, except in workplace [ ***...Included when you create a custom handbook*** ]

### **Tennessee - Firefighters**

Employees who are active volunteer firefighters may take unpaid leave to respond to fire calls during regular working hours without loss of pay, vacation time, sick leave, or earned overtime accumulation. Employers may not terminate them for being late or absent from work due to responding to an emergency before their [ ***...Included when you create a custom handbook*** ]

### **Tennessee - Lactation Accommodation**

The company will provide reasonable unpaid break time each day to lactating employees who need to express breast milk for their infant child. The company will make all reasonable efforts to provide a private place that is close to the employee's [ ***...Included when you create a custom handbook*** ]

### **Tennessee - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will not [ ***...Included when you create a custom handbook*** ]

### **Tennessee - Maternity Leave**

Eligible employees are entitled to up to four months of leave for adoption, pregnancy, childbirth, and nursing an infant. Employees working for the company for at least 12 consecutive months as full-time employees are covered by the law. This policy applies [ ***...Included when you create a custom handbook*** ]

# Texas Policies

## Texas - Voting Leave

Employees who do not have two consecutive hours before or after their [ ***...Included when you create a custom handbook*** ]

## Texas - Final Paycheck

The company will provide an employee with their final paycheck as follows:

- If the employee is terminated or otherwise leaves employment involuntarily, within six calendar days.
- If the employee quits or otherwise [ ***...Included when you create a custom handbook*** ]

## Texas- Jury Duty and Court Attendance Leave

The company will provide leave for any employee summoned to attend a judicial proceeding in response to a subpoena in any court when the process requires the employee's attendance, including jury duty or juvenile court proceedings when [ ***...Included when you create a custom handbook*** ]

## Texas - Military Leave

The company will not discharge an employee because they take military leave to serve in active duty or training in the Texas military forces or the military forces of another state.

After their service, the employee is entitled to return to their job [ ***...Included when you create a custom handbook*** ]

## Texas - Workplace Privacy Policy

Employees should be aware that the company may monitor business communications or activities.

Examples of business activities that the company may monitor and/or record include:

- GPS tracking of company vehicles
- Searches *[ ...Included when you create a custom handbook ]*

### **Texas - Day of Rest Policy**

In accordance with the Texas Day of Rest requirements, as outlined in the Texas Labor Code, the company will provide eligible employees with at least 24 consecutive hours off for rest or worship in every seven-day period, unless doing so would constitute an undue hardship for the company.

#### Eligibility

This policy applies *[ ...Included when you create a custom handbook ]*

## **Utah Policies**

### **Utah - Voting Leave**

Employees who do not have three consecutive hours before or after their shift during the period between the time the *[ ...Included when you create a custom handbook ]*

### **Utah - Witness Leave**

The company will not deprive an employee of employment or threaten or otherwise coerce the employee regarding employment because the employee attends a deposition or hearing in response to a subpoena. You must notify your supervisor or *[ ...Included when you create a custom handbook ]*

### **Utah - Emergency Responder Leave**

An employee may not be terminated for being absent from work due to responding to an emergency as an emergency services volunteer. If applicable, the company requires an employee to provide immediate notice *[ ...Included when you create a custom handbook ]*

## Utah - Jury Duty

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will not **[ ...Included when you create a custom handbook ]**

## Utah - Meal Breaks for Minors

The company provides meal breaks of 30 minutes to minors under the age of **[ ...Included when you create a custom handbook ]**

## Utah - Final Paycheck Policy

When an employee is discharged, they will be paid within 24 hours of separation, which may include mailing a check or initiating a direct deposit within that period. **[ ...Included when you create a custom handbook ]**

## Utah - Lactation Accommodation

In accordance with the Utah Antidiscrimination Act, the company will provide reasonable accommodations, to an employee who desires to express **[ ...Included when you create a custom handbook ]**

## Utah - Pregnancy Accommodation

The company will provide reasonable accommodations to pregnant or those who are recovering from childbirth or a related condition unless the accommodation would impose an undue hardship on the company.

Examples of accommodations include, but are not limited to:

- provision of more frequent or longer break periods;
- more frequent **[ ...Included when you create a custom handbook ]**

# Vermont Policies

## Vermont - Paid Sick Leave

The company provides paid sick leave to all eligible employees in accordance with 21 V.S.A. § 487 and Act 69 of the 2016 General Assembly.

### Eligibility

“Employee” means any person who, in consideration of direct or indirect gain or profit is employed by an employer for an average of not less than 18 hours per week.

### Reasons for Leave

Sick leave may be taken for the employee:

- care for the employee’s own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, [ ***...Included when you create a custom handbook*** ]

## **Vermont - Paid Family Leave**

The eligibility requirements under the VPFL are set forth below.

Employees of the company who do not meet the eligibility requirements for FMLA leave may be eligible only for VPFL leave and vice-versa. If both laws are applicable, leave under both laws runs concurrently.

### VPFL Eligibility

To be eligible for VPFL, the employee must:

- have worked [ ***...Included when you create a custom handbook*** ]

## **Vermont - Voting Leave**

Employees are allowed to take unpaid leave to participate in annual town meetings, as long as the leave does [ ***...Included when you create a custom handbook*** ]

## **Vermont - Social Media Access**

According to Vermont law, the company will not require, request, or coerce employees to:

- Disclose social media [ ***...Included when you create a custom handbook*** ]

## **Vermont - Lactation Accommodations**

Breastfeeding employees returning to work will be entitled to reasonable break time and a private space (other than a bathroom) to express breast milk for three years after the birth of a child.

The company will make *[ ...Included when you create a custom handbook ]*

## **Vermont - Pregnancy Accommodations**

An employee with a pregnancy-related condition has a right to reasonable accommodations in the workplace to perform her job. A pregnancy-related condition is one caused by pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

If you feel you need reasonable accommodations to perform your job, you must request the accommodation by *[ ...Included when you create a custom handbook ]*

## **Vermont - Crime Victim and Witness Leave**

The company will not discharge or penalize an employee who is summoned by a court of law to testify as a witness to a crime, especially if the said employee is a crime victim in the criminal proceedings.

The crime victim and witness law refers to any court summons, including:

- Civil and criminal *[ ...Included when you create a custom handbook ]*

## **Vermont - Fair Employment Practices Act**

In accordance with the Vermont Fair Employment Practices Act, the company does not discriminate against a person based on:

- Age
- Ancestry
- *[ ...Included when you create a custom handbook ]*

## **Vermont School Involvement/Small Necessities Leave Policy**

Employees are entitled to 4 hours of short-term family leave every 30 days, not to exceed 24 hours in a 12-month period.

#### School Involvement Leave Uses

- To participate in ***[ ...Included when you create a custom handbook ]***

## Virginia Policies

### Virginia - Reasonable Accommodation for Persons with Disabilities

In accordance with the Virginia Human Rights Act, employees are entitled to reasonable accommodations for disabilities and protection from discriminatory practices based on a person's disability.

A company may not discriminate in employment or promotion practices against an otherwise qualified person with a disability solely ***[ ...Included when you create a custom handbook ]***

### Virginia - Pregnancy Accommodations

#### Pregnancy Accommodation

Applicants and employees who are experiencing pregnancy, childbirth, or related medical conditions (including lactation) may request a reasonable ***[ ...Included when you create a custom handbook ]***

### Virginia - Lactation Accommodation

In accordance with Virginia code § 2.2-3905, the company will provide reasonable accommodations, including a break time to an employee who ***[ ...Included when you create a custom handbook ]*****Virginia - Crime Victims Leave**

The company will provide leave to an employee who is the victim or witness to a crime in accordance with Va. Code § 19.2-11.01. Employees who are victims of a crime and need to attend related criminal proceedings are eligible for this leave.

#### Definition of Victims



- A person who has suffered physical, psychological, or economic harm as a direct result of the commission of a crime
- Assault victims ***[ ...Included when you create a custom handbook ]***

### **Virginia - Election Service Leave**

The company will not retaliate against any person who serves as a member of a local electoral board, or an officer of an election for their absence from work during their service. This service may occur at a polling place on election day or at a meeting of the electoral board following the election to ascertain the results of an ***[ ...Included when you create a custom handbook ]***

### **Virginia - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their ***[ ...Included when you create a custom handbook ]***

### **Virginia - Meal Breaks for Young Workers**

The company provides meal breaks of 30 minutes to workers ***[ ...Included when you create a custom handbook ]***

### **Virginia - Civil Air Patrol Leave**

The company will not discipline an employee because they take Civil Air Patrol leave. To be entitled to protected leave, the employee must be a member of the Civil Air Patrol and inform the Human Resources department in writing that ***[ ...Included when you create a custom handbook ]***

### **Virginia - Organ and Bone Marrow Donation Leave**

In accordance with Va. Code § 2.2-2821.1, the company will provide eligible employees with unpaid leave of up to 60 business days within a 12-month period for the purpose of organ donation, and unpaid ***[ ...Included when you create a custom handbook ]***

## **Washington Policies**

## **Washington - Sick Leave Policy**

The company provides paid sick leave to all eligible employees in accordance with WACs Title 296, Chapter 296-128.

There may be additional Paid Sick Leave policies for employees living or working in SeaTac, Seattle, and Tacoma. If applicable, contact HR for more information.

### Reasons for Leave

Sick leave may be taken for the employee:

- An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive ***[ ...Included when you create a custom handbook ]***

## **Washington - Paid Family and Medical Leave**

Paid Family and Medical Leave is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care.

If you qualify, this program will allow you to take up to 12 weeks, as needed, if you:

- Welcome a child into your family (through birth, adoption, or foster placement)
- Experience a serious illness or ***[ ...Included when you create a custom handbook ]***

## **Washington - Meal Breaks and Rest Periods**

The company will provide the below meal breaks and rest periods to Washington employees:

- Employees shall be allowed a meal period of at least 30 minutes which commences no less than two hours nor more than five hours from the beginning of the shift. Meal periods shall be on the ***[ ...Included when you create a custom handbook ]***

## **Washington - Lactation Accommodations**

The company will provide reasonable unpaid break time each day to lactating employees who need to express breast milk for their child for up to two years [ ***...Included when you create a custom handbook*** ]

### **Washington - Leave for Victims of Domestic Violence**

The company provides victims of domestic violence, sexual assault, or stalking, the opportunity to take time off from work. This leave is available to all employees and qualifying family members.

Victims and their family members can use domestic violence leave for:

- Legal or law enforcement assistance and court proceedings.
- Medical and [ ***...Included when you create a custom handbook*** ]

### **Washington - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will not [ ***...Included when you create a custom handbook*** ]

### **Washington - Final Paycheck**

When an employee is terminated, the company will pay the employee a final paycheck [ ***...Included when you create a custom handbook*** ]

### **Washington - Emergency Response Leave**

Employees who work as volunteer emergency responders, including firefighters, reserve officers, and Washington Civil Air Patrol personnel may be provided with sufficient unpaid leave to respond to an emergency call. An employee who [ ***...Included when you create a custom handbook*** ]

### **Seattle, WA - Paid Sick and Safe Time**

Employees who work within the City of Seattle will be provided with paid sick and safe time (PSST) in accordance with the Seattle Paid Sick and Safe Time Ordinance.

#### Accrual

Employees begin to accrue PSST pursuant to this policy from the date of hire. Eligible employees accrue PSST ***[ ...Included when you create a custom handbook ]***

## West Virginia Policies

### West Virginia - Voting Leave

The company complies with West Virginia law by providing employees time off to vote on Election Day.

#### Eligibility

Employees who do not have three consecutive ***[ ...Included when you create a custom handbook ]***

### West Virginia - Employee Breaks

Employees who work 6 or more hours a day are entitled to a paid meal break of at least 20 minutes. This policy does not apply to workers who are allowed to ***[ ...Included when you create a custom handbook ]***

### West Virginia - Pregnancy Accommodations

The company will provide reasonable accommodations to pregnant women or those recovering from childbirth or a related condition unless the accommodation imposes an undue hardship on the company.

Examples of reasonable accommodations include, but are not limited to:

- provision of more frequent or more extended break periods;
- more frequent restroom, food, and water breaks;

acquisition ***[ ...Included when you create a custom handbook ]***

### West Virginia - Emergency Responder Leave

The company will not terminate an employee who is a volunteer firefighter, rescue squad member, or emergency medical technician, when acting as a volunteer firefighter, rescue squad member, emergency medical technician, peace officer, or a

member of an emergency management agency, is ***[ ...Included when you create a custom handbook ]***

### **West Virginia - Final Paycheck**

When an employee voluntarily quits or resigns, or is terminated, the company will pay the employee a final paycheck on or before ***[ ...Included when you create a custom handbook ]***

## **Wisconsin Policies**

### **Wisconsin Family And Medical Leave Act**

The Wisconsin Family Medical Leave Act (FMLA) provides unpaid leave for an employee's serious health condition, the serious health condition of a parent, child, or spouse, or the birth or adoption of a child.

The terms and provisions outlined in this policy shall be construed in accordance with Wisconsin FMLA applicable regulations.

#### **Eligibility**

- Employees are covered if they have worked for the same employer for more than 52 consecutive weeks and at least ***[ ...Included when you create a custom handbook ]***

### **Wisconsin - Voting Leave**

Employees are allowed to take up to three hours of unpaid leave to vote. The ***[ ...Included when you create a custom handbook ]***

### **Wisconsin - Emergency Responder Leave**

Employees who serve as volunteer emergency responders may arrive late to work or be absent from work in order to respond to an emergency, provided they have complied with the company's notice requirements set forth below. The time away from work to respond to an emergency will be ***[ ...Included when you create a custom handbook ]***

### **Wisconsin - Witness Duty Leave**

Employees will be allowed time off to appear to testify under a lawfully issued subpoena in an action or proceeding relating to child welfare or juvenile justice. If applicable, ***[ ...Included when you create a custom handbook ]***

### **Wisconsin - Civil Air Patrol**

Employees who are members of the Civil Air Patrol will be eligible for up to 15 days of unpaid leave per calendar year, but no more than five consecutive days at a time, to respond to emergency missions ***[ ...Included when you create a custom handbook ]***

### **Wisconsin- Day of Rest Leave**

In accordance with Wisconsin Statute § 103.85, certain eligible employees who work in factories or retail establishments must ***[ ...Included when you create a custom handbook ]***

### **Wisconsin - Election Service Leave**

The company will not retaliate against an employee who serves as an election official for their absence from work during their service. This service is limited to a 24-hour period of each election day in which the official serves ***[ ...Included when you create a custom handbook ]***

### **Wisconsin - Jury Duty**

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor as possible. Employees will not be required to ***[ ...Included when you create a custom handbook ]***

### **Wisconsin - Meal Breaks for Minors**

The company provides meal breaks of 30 minutes to minors ***[ ...Included when you create a custom handbook ]***

### **Wisconsin - Organ Donation Leave**

The company provides leave in accordance with the Wisconsin Donation Leave Act (WDLA). The purpose is to support employees who wish to contribute to saving lives

through organ and tissue donation by providing paid leave for the surgical procedures involved.

### Eligibility

This policy applies to all full-time and part-time employees who have been employed for at least 52 consecutive weeks and worked at least ***[ ...Included when you create a custom handbook ]***

## Wyoming Policies

### Wyoming - Voting Leave

Employees are allowed to take up to one hour of time off to vote if they ***[ ...Included when you create a custom handbook ]***

### Wyoming - Record-keeping Policy

Wyoming regulations require the company to maintain accurate and permanent employee records, including the following information:

- Name
- Address ***[ ...Included when you create a custom handbook ]***

### Wyoming - Victim and Witness Leave

In accordance with Wyoming law, any employee who is a victim of or witness to a crime and responds to a subpoena will not be penalized for their absence from work. Employees should provide ***[ ...Included when you create a custom handbook ]***

### Wyoming - Final Paycheck

When an employee quits or is discharged from the company, the company will issue a final paycheck no later than the employee's next ***[ ...Included when you create a custom handbook ]***

# Acknowledgments

## General Handbook Acknowledgment

This employee handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention. Because the company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case, or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this employee handbook.

I have received and read a copy of [Company Name]'s employee handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the company at any time. I further understand that my employment is terminable at will, either by myself or the company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind, as allowed by law. I understand that ...*Included when you create a [custom handbook](#)*

Employee's Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to the Human Resources Manager - it will be filed in your personnel file.