

Staff Handbook

Preface

The front pages of a book are often numbered in roman numerals. This handbook asks for them with one line under page :, numbering: i, and the footer writes the number in bold on the right.

You write	Page 4 of 12 reads
numbering: 1	4 / 12 (the default)
numbering: i	iv / xii
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numbering: Page {page} of {pages}	Page 4 of 12
numbering: false	no page number

The style applies to {page} and {pages} wherever they appear, in the header or the footer.

1. Working hours

The working week is 40 hours, Monday to Friday. Core hours are 10:00 to 15:00; outside them, you choose when to start and finish.

2. Holidays

Every employee has 25 days of paid holiday a year, plus public holidays. Up to five days carry over to the next year.

3. Sick leave

Tell your manager before 10:00 on the first day. From the fourth day, a doctor's note is needed.

4. Equipment

You receive a laptop, a phone, and a budget of €400 for your home office. Return the equipment on your last day.

5. Training

Each employee has a training budget of €1,200 a year and five training days. Ask your manager to approve the course first.

6. Expenses

Submit receipts within 30 days. Travel is booked through the travel desk; trains are preferred for trips under four hours.