Brightline Supply Co. Employee Handbook

Effective January 1, 2026

Sample document for Little AI Coffee Corner lessons. The company and policies are made up.

1. Welcome

This handbook explains how we work at Brightline Supply Co.. It does not replace your offer letter, and it can change. When it changes, HR will email everyone and post the new version on the intranet.

Keep a copy of any approvals you receive in writing. Questions about this section can be sent to HR at any time. This policy applies to all full-time and part-time employees unless stated otherwise. Managers are responsible for applying this policy fairly and consistently.

Questions about this section can be sent to HR at any time. The intranet has forms and examples for this section. Local law may require different terms; where it does, local law applies. Managers are responsible for applying this policy fairly and consistently.

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2. Who we are

Brightline Supply Co. sells office furniture and supplies to small businesses in four states. We have about 240 employees across three offices and one warehouse.

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3. Working hours

Standard office hours are 8:30 AM to 5:00 PM, Monday through Friday. Core hours, when everyone should be reachable, are 10:00 AM to 3:00 PM.

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4. Remote and hybrid work

Office employees may work remotely up to two days per week with their manager's approval. Remote days must be recorded in the team calendar by the Friday before. Warehouse roles are on-site.

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5. Pay and timesheets

We pay every other Friday. Hourly employees submit timesheets by 9:00 AM Monday. Late timesheets are paid on the next payroll.

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6. Overtime

Hourly employees must get written approval from their manager before working overtime. Overtime is paid at one and a half times the regular rate.

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7. Holidays

Brightline Supply Co. observes ten paid holidays each year. The list is published every December for the following year.

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8. Paid time off (PTO)

Full-time employees earn 15 days of PTO per year, accrued each pay period. Requests of three days or more should be submitted at least two weeks ahead.

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9. PTO carryover

You may carry over up to 5 unused PTO days into the next calendar year. Carried-over days must be used by March 31. Any carried-over days not used by March 31 are forfeited and are not paid out.

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10. Sick leave

Employees receive 6 paid sick days per year, separate from PTO. Sick days do not carry over. If you are out more than three days in a row, HR may ask for a doctor's note.

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11. Parental leave

Employees with at least 12 months of service receive 8 weeks of paid parental leave, to be taken within 12 months of the birth or adoption.

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12. Bereavement

Up to 5 paid days for the loss of an immediate family member and 2 days for other relatives.

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13. Expenses

Submit expense reports within 30 days of the purchase, with receipts. Reports submitted after 60 days will not be reimbursed. Meals while traveling are covered up to $60 per day.

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14. Travel

Book travel through the travel portal at least 14 days ahead when possible. Economy class is standard for flights under six hours.

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15. Equipment

Company laptops must stay locked when unattended. Report lost or stolen equipment to IT within 24 hours.

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16. Passwords and security

Never share your password, including with IT. IT will never ask for it. Report suspicious emails with the Report button in Outlook.

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17. Using AI tools

Use only company-approved AI tools for work. Do not paste customer data, salaries, or anything marked Confidential into personal AI accounts.

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18. Dress code

Business casual in the office. Steel-toe boots are required in the warehouse.

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19. Performance reviews

Reviews happen twice a year, in June and December. Raises are reviewed once a year, effective February 1.

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20. Benefits enrollment

Open enrollment runs November 1 to November 15. Changes take effect January 1.

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21. Leaving the company

Please give at least two weeks' notice. Unused PTO, except carried-over days, is paid out in your final paycheck.

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