

Northstar Studio

Fictional training document. No real company policy is described.

Annual leave

Full-time employees receive 25 days of paid annual leave per calendar year.

Submit a leave request at least 14 calendar days before the first day away. Your manager must approve the request before you book non-refundable travel.

Employees may carry over up to 5 unused leave days into the following year. Carried-over days must be used by March 31.

Public holidays are separate from the annual leave allowance. This handbook does not specify which public holiday calendar applies.

Northstar Studio

Fictional training document. No real company policy is described.

Business travel

The hotel reimbursement limit is EUR 160 per night. A higher amount requires written approval from your manager before booking.

The meal reimbursement limit is EUR 45 per day. Alcohol is not reimbursed.

Submit itemized receipts within 14 calendar days of returning from a business trip. Missing receipts require a written explanation.

Use a train instead of a flight when the scheduled rail journey is under 5 hours. The handbook does not specify a reimbursement amount for personal vehicles.

Northstar Studio

Fictional training document. No real company policy is described.

Remote work and equipment

Employees may work remotely up to 3 days per week with manager approval.

The annual equipment allowance is EUR 300. Eligible items include keyboards, mice, monitors, and office chairs. Personal phones are not eligible.

The team normally meets in the office on Monday and Thursday. Exceptions require manager approval.

Do not include customer data in a personal cloud account. The handbook does not contain a policy for working permanently from another country.

Northstar Studio

Fictional training document. No real company policy is described.

Security and support

Report a lost work laptop to security@example.invalid within 1 hour of discovering the loss.

Account passwords must contain at least 16 characters. Use a unique password and enable multi-factor authentication.

Send non-urgent equipment questions to support@example.invalid. These addresses are fictional and cannot receive real messages.

This fictional handbook contains no company revenue, salary, headcount, or executive biography information.