

Employee Handbook Template

Use this template to assemble an employee handbook from the organization's approved policies. Complete it for the applicable entity, locations, and employee groups, keeping policy text and employee request procedures traceable to their authoritative versions.

Complete the bracketed fields with approved information for the product, organization, or program being documented. Repeat the named forms where several tasks or subjects need separate records. Remove sections that do not apply and retain links to the material used to complete the document.

Document control	Entry
Document identifier	[Identifier used by your team]
Scope and applicable version	[Product, program, locations, and version covered]
Prepared and maintained by	[Responsible role or team]
Revision and review	[Revision, review date, and approval reference]

Welcome and About This Handbook

Explain whom the handbook covers and how employees find the current policy. Use the organization's approved wording for the handbook's purpose and its relationship to other employment documents.

Field	Complete with
Organization and audience	[Entity, locations, employee groups, and effective scope]
Welcome and purpose	[Approved welcome, mission or values, and handbook purpose]
Policy control	[Current-policy location, revision process, notifications, and responsible role]
Questions and documents	[Contact route and the approved relationship to contracts or other documents]

Employment Status and Equal Opportunity

Keep each approved policy separate and identify any location or employee-group restriction. Record the reporting and accommodation procedures alongside the policies they implement.

Field	Complete with
Employment categories	[Approved definitions, scope, status or introductory-period policy, and source]
Equal opportunity	[Approved policy text, applicability, and contact or reporting route]
Accommodation	[Request procedure, responsible role, privacy handling reference, and follow-up]
Harassment and reporting	[Approved policy, complaint procedure, alternative reporting route, and non-retaliation reference]

Conflicts of Interest and Confidentiality

Document the approved rules and the action an employee takes when a question or potential conflict arises. Keep privacy and confidential-information requirements linked to their current policies.

Field	Complete with
Conflicts and gifts	[Approved rules, examples from the policy, scope, and disclosure process]
Confidential information	[Covered information, permitted handling, restrictions, and authoritative policy]
Employee information	[Privacy, access, correction, and handling references approved for the entity]
Questions or incidents	[Reporting route, required information, responsible role, and follow-up process]

Hours and Pay

Complete this section using the applicable approved pay and timekeeping policies. Keep classifications, scheduling rules, and request procedures distinguishable and label location-specific rules.

Field	Complete with
Work arrangements	[Approved classifications, schedules, workweek, breaks, and applicability]
Timekeeping	[Recording time, correcting an entry, approval, and issue-reporting procedure]
Pay and expenses	[Pay schedule, statement access, approved deductions or expense policy, and question route]
Extra hours and records	[Approved overtime or additional-hours process and personnel-record references]

Workplace Safety and Security

Give employees the source-approved actions for reporting hazards, injuries, or security concerns. Place relevant emergency information before routine workplace guidance.

Field	Complete with
Responsibilities	[Approved employee and management safety responsibilities and training references]
Reporting	[Hazard, injury, security concern, or other report procedure and contact route]
Emergencies	[Location-specific emergency, closure, visitor, and access procedures or references]
Conduct affecting safety	[Approved policies on violence, substances, smoking, and other covered matters]

Workplace Guidelines and Conduct

Maintain one record for each policy so its scope and employee action are clear. Keep an approved conduct rule separate from the procedure for resolving a concern.

Field	Complete with
Attendance and conduct	[Approved expectations, scope, reporting absence, and relevant policy]
Performance	[Review process, employee participation, feedback route, and supporting reference]
Technology and communication	[Approved use, confidentiality, social media, and workplace communication rules]
Concerns and procedures	[Grievance, disciplinary or other approved procedure and review or appeal route]

Time Off and Leaves of Absence

Repeat the leave record for each program or policy. Preserve the approved eligibility and request wording and identify the location or employee group to which it applies.

Field	Complete with
Leave type and scope	[Approved program name, applicable entity or location, and employee group]
Eligibility and entitlement	[Approved eligibility, amount or basis, conditions, and authoritative policy]
Request procedure	[How to request, required notice or evidence as approved, decision role, and privacy reference]
During and after leave	[Approved communication, changes, return process, records, and question route]

Benefits

Use plan and policy references as the authoritative source for benefits details. Distinguish an overview from the eligibility and enrollment procedure for a specific plan.

Field	Complete with
Plan overview	[Approved plan name, provider reference, applicability, and governing document]
Eligibility and enrollment	[Approved eligibility, enrollment events or windows, and required action]
Changes and questions	[Change process, contact route, and supporting plan information]
Records	[Enrollment or acknowledgment evidence and the approved privacy and retention reference]

Separation from Employment

Record the organization's approved separation policies and related employee tasks. Keep final-pay, benefits, property, and access details specific to the applicable entity and policy.

Field	Complete with
Policy scope	[Approved resignation, notice, or separation policy and applicable employee group]
Employee steps	[Notice or communication, handover, property, and required forms]
Administrative references	[Applicable final-pay, benefits, records, and access procedures]
Completion and questions	[Responsible role, employee contact route, retained evidence, and unresolved item]

Questions and Terms

Collect recurring employee questions and define terms used across the handbook. Link each answer to the current policy rather than creating a second version of a rule.

Field	Complete with
Question	[Recurring employee question and applicable group or location]
Answer	[Approved answer with its policy or plan reference]
Term	[Term or abbreviation and its meaning in this handbook]
Support	[Responsible contact role, channel, and alternative route where defined]

Acknowledgment of Receipt

Include an acknowledgment only in the form approved for this handbook and entity. Keep the approved statement intact and identify the document version received.

Field	Complete with
Approved statement	[Insert the organization's approved acknowledgment wording]
Document received	[Handbook title, revision, scope, and access reference]
Employee record	[Required identifying fields, receipt date, and signature or electronic acknowledgment field]
Administration	[Responsible role, storage reference, and approved retention or follow-up process]