Employee handbook policy review tracker

Review every section at least once a year and whenever a law changes.

Section	Policy owner	Applies to	Last reviewed	Next review due	Notes
1. Welcome and company story					
2. About this handbook and at-will statement					
3. Equal employment opportunity					
4. Harassment, discrimination and retaliation					
5. Reasonable accommodation					
6. Employment categories					
7. Work hours, timekeeping, overtime					
8. Meal and rest breaks					
9. Pay and payday					
10. PTO, sick leave and holidays					
11. Leaves of absence (FMLA, military, jury)					
12. Attendance and call-out rules					
13. Conduct and discipline					
14. Safety and injury reporting					
15. Technology, privacy and social media					
16. Benefits					
17. Leaving the company					
18. Acknowledgment form					

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