Employee Birthday Policy

We celebrate all of our employee’s birthdays on the day of their birthday. If the employee’s birthday falls on a weekend or if they are out of the office that day, we celebrate their birthday on their last day in the office before their time off. We appreciate all of our employees for helping us meet and exceed our company goals, and we enjoy celebrating their special day with them.

The office manager is responsible for purchasing a birthday cake and balloons, and for treating the office staff to an office lunch. If other employees wish to give a present to the employee, this should be done privately. The office manager should inform the HR manager of upcoming birthdays once a month.

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