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# Remote work policy (old version)

Version of September 2021 · ARCHIVE

**Archived document. Kept for the record only.**

## How many days?

Employees can work remotely one day per week, on Fridays only, with their manager's approval.

## During the probation period

Remote work is not allowed during the probation period.

## Allowance

No remote work allowance is paid.

Contoso is a fictitious company used for Microsoft demonstrations. Demonstration document.