

Company: TechNova Pvt. Ltd.

Department: Human Resources

1. Working Hours:

- Employees must log 9 hours daily, including a 1-hour break.
- The work week is Monday to Friday.

2. Leave Policy:

- Casual Leave: 8 days/year
- Sick Leave: 7 days/year
- Earned Leave: 15 days/year (carry-forward allowed up to 30 days)
- Maternity Leave: 26 weeks as per government norms

3. Remote Work:

- Allowed up to 2 days a week with manager approval

4. Grievance Redressal:

- Employees can write to [hr@technova.com](mailto:hr@technova.com) for internal issues