

## HR POLICY DOCUMENT

### 1. What is the notice period?

The standard notice period is 60 days for all full-time employees.

### 2. What is the leave policy?

Employees are entitled to 24 paid leaves annually, which includes casual, sick, and earned leaves.

### 3. What is the work from home policy?

Employees can avail work-from-home up to 8 days per month with manager approval.

### 4. How are public holidays determined?

Public holidays are based on the state government calendar and will be communicated via email.

### 5. What is the reimbursement process?

Submit all receipts through the HR portal within 10 days of expense occurrence.