

This document contains functional test cases used to validate the Retrieval-Augmented Generation (RAG) system built for internal company policies.

All answers are expected to be generated strictly from the provided policy documents, without external knowledge.

1. What are the fixed holidays observed by the company?

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Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

What are the fixed holidays observed by the company?

Ask

Answer:

Based on the provided company holiday policy, the fixed holidays observed by the company are:

1. **Republic Day** - January 26
2. **Independence Day** - August 15
3. **Gandhi Jayanti** - October 2

These holidays are observed across all company locations.

2. How many flexible holidays can an employee take per year?

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Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

How many flexible holidays can an employee take per year?

Ask

Answer:

According to the provided company holiday policy, employees may choose 2 flexible holidays per year from a list of regional or religious holidays published annually by HR.

3. If a company holiday falls on a weekend, is it carried forward?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

If a company holiday falls on a weekend, is it carried forward?

Ask

Answer:

According to the Company Holiday Policy, if a declared company holiday falls on a weekend, it will not be carried forward or substituted unless explicitly stated by HR.

4. Where can employees find the official holiday calendar?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

Where can employees find the official holiday calendar?

Ask

Answer:

The official holiday calendar can be found on the internal HR portal. This is where the company publishes the list of national, regional, and company-declared holidays at the beginning of each year.

5. Can employees get compensatory off for working on a holiday?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

Can employees get compensatory off for working on a holiday?

Ask

Answer:

Based on the provided company holiday policy, employees may be eligible to receive compensatory off for working on a holiday under certain circumstances. Specifically, the "Critical Operations Exception" clause states that employees required to work on a company holiday due to critical operations may be granted a compensatory off, subject to manager approval.

This implies that if an employee is working on a company holiday due to critical operations, they may receive compensatory time off, typically in the form of an extra day off or additional leave. However, the approval of this compensatory off ultimately depends on the manager's decision.

Therefore, the answer to the question is that employees may potentially receive compensatory off for working on a holiday, but it is subject to manager approval and is only applicable in cases where the employee has worked on a company holiday due to critical operations.

6. How many casual leave days are employees entitled to?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

How many casual leave days are employees entitled to?

Ask

Answer:

According to the Employee Leave Policy, employees are entitled to 12 days of Casual Leave (CL) per calendar year.

7. How many sick leave days are allowed per year?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--



Enter your question:

7. How many sick leave days are allowed per year?

Ask

Answer:

According to the Employee Leave Policy, employees are entitled to 10 days of Sick Leave (SL) per year.

8. Is a medical certificate required for sick leave?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--



Enter your question:

8. Is a medical certificate required for sick leave?

Ask

Answer:

Yes, a medical certificate is required for sick leave of more than two consecutive days according to the company's policy.

9. What is the earned leave accrual rate?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--



Enter your question:

What is the earned leave accrual rate?

Ask

Answer:

According to the Employee Leave Policy, the earned leave accrual rate is 1.5 days per month. This means that full-time employees accrue 1.5 days of earned leave (EL) every month, which can be carried forward up to a maximum of 30 days.

10. What is the maximum earned leave that can be carried forward?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--



Enter your question:

10. What is the maximum earned leave that can be carried forward?

Ask

Answer:

The maximum earned leave that can be carried forward is 30 days. This is as per the company policy for "Earned Leave (EL)", which states that EL is accrued at the rate of 1.5 days per month and can be carried forward up to a maximum of 30 days.

11. Can unused earned leave be encashed?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

Can unused earned leave be encashed?

Ask

Answer:

Based on the provided context, unused earned leave can be encashed. The statement "Unused earned leave may be encashed at the time of separation, subject to company policy and statutory regulations." from the "Leave Encashment" section clearly indicates that such leave can be cashed out when an employee leaves the company.

However, it does not explicitly state whether unused earned leave can be encashed during employment, only at the time of separation.

If you are looking to encash your unused earned leave during employment, you may want to check the company's specific policy or speak with HR, as this is not explicitly stated in the provided context.

12. What happens if an employee exhausts all eligible leave?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

12. What happens if an employee exhausts all eligible leave?

Ask

Answer:

If an employee exhausts all eligible leave, they may be granted additional leave as Leave Without Pay (LWP), subject to their manager's approval. This is the company's policy in such situations.

13. Can employees on critical projects get extra casual leave?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--



Enter your question:

Can employees on critical projects get extra casual leave?

Ask

Answer:

According to the provided policy, employees on critical projects may be granted extra casual leave, up to 15 days per year, subject to approval from senior management and HR. This is specified in the "Special Project Exception" section.

However, it is essential to note that this extra leave is only applicable to employees assigned to critical business projects and is an exception to the standard 12 days of casual leave per calendar year.

To receive this extra leave, employees must have their project assigned as "critical" and obtain approval from both their senior manager and HR.

14. Who is eligible for work from home?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--



Enter your question:

Who is eligible for work from home?

Ask

Answer:

Based on the Work From Home (WFH) Policy provided, the following employee groups are eligible for work from home arrangements:

1. **Full-time employees:** They must have completed at least 3 months of service with the company.
2. **New hires:** They can be allowed to work from home during their first month of employment with manager approval.
3. **Employees assigned to critical business projects:** They can be granted up to 15 days of casual leave per year for projects that require remote work.
4. **Employees on Leave Without Pay (LWP):** They may be allowed to work from home, but this is subject to manager approval.

The company has specified the following requirements and expectations for work from home arrangements:

1. **Prior approval:** Employees must obtain approval from their reporting manager before opting for work from home.
2. **Standard working hours:** Employees are expected to be available during standard working hours.
3. **Productivity and data security standards:** Employees must maintain productivity and data security standards while working from home.

15. Is manager approval required for work from home?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

Is manager approval required for work from home?

Ask

Answer:

According to the WFH Policy, manager approval is required for work from home. This is stated in the "Approval Process" section, which says:

"Employees must obtain prior approval from their reporting manager before opting for WFH. Approval may be granted on a full-day or partial-day basis."

Additionally, the Temporary Exception section also mentions that "New hires may be allowed to work from home during their first month of employment with manager approval."

Therefore, in both cases, manager approval is required for an employee to work from home.

16. What are the expectations for employees working from home?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

What are the expectations for employees working from home?

Ask

Answer:

Based on the provided Work From Home (WFH) Policy, the expectations for employees working from home are:

1. **Be available during standard working hours:** Employees are expected to maintain regular working hours while working from home.
2. **Attend all scheduled meetings:** Employees are required to participate in and attend all scheduled meetings as if they were in the office.
3. **Maintain productivity and data security standards:** Employees are expected to maintain the same level of productivity and adhere to data security standards while working from home.

However, it's worth noting that the policy allows for flexible work arrangements, including work from home, subject to business requirements and with prior approval from the reporting manager. Employees must obtain prior approval from their manager before opting for WFH and may be granted full-day or partial-day approvals.

17. Are internet expenses reimbursed for WFH?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

17. Are internet expenses reimbursed for WFH?

Ask

Answer:

Yes, according to the Employee Reimbursement Policy, internet expenses are reimbursed for Work From Home (WFH) arrangements. However, the policy states that reimbursement for WFH internet expenses is "as per the reimbursement policy." This implies that the reimbursement policy has more specific requirements or limitations.

In Section 16 - Eligible Expenses, it is mentioned that "internet and mobile expenses for approved remote work" are eligible for reimbursement. However, in Section 5 - WFH Policy, it is stated that "The company may reimburse internet expenses for approved WFH arrangements, as per the reimbursement policy."

So, while the WFH policy does imply that internet expenses may be reimbursed, it is contingent upon the reimbursement policy. Therefore, employees should check the reimbursement policy to see if there are any specific requirements or limitations for WFH internet expenses.

18. Which expenses are eligible for reimbursement?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

Which expenses are eligible for reimbursement?

Ask

Answer:

Based on the provided company's employee reimbursement policy, the following expenses are eligible for reimbursement:

1. Travel expenses:
 - Flights
 - Train tickets
 - Cab fares for official business
2. Accommodation expenses during approved business travel
3. Meal expenses during business travel, subject to limits
4. Internet expenses for approved remote work (Work From Home, WFH)

Note that these expenses are subject to the following conditions:

- All claims must be submitted through the expense management system within 30 days of incurring the expense (or 60 days for international business travel).
- Claims must be supported by valid receipts or invoices.
- Reimbursement claims are subject to manager approval, and approved claims are processed and paid within 15 working days.
- Personal expenses, fines, penalties, and expenses incurred without prior approval are not eligible for reimbursement.

19. What is the reimbursement claim submission timeline?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

What is the reimbursement claim submission timeline?

Ask

Answer:

The reimbursement claim submission timeline is as follows:

1. **Submission deadline:** All reimbursement claims must be submitted through the expense management system within **30 days** of incurring the expense.
2. **Extended submission window:** For international business travel, reimbursement claims may be submitted within **60 days** of incurring the expense.
3. **Approval and payment:** Once the claim is submitted, it is subject to manager approval. Approved claims are processed and paid within **15 working days**.

20. Under what circumstances can confidential information be disclosed without authorization?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

Under what circumstances can confidential information be disclosed without authorization?

Ask

Answer:

Based on the provided context, confidential information can be disclosed without prior authorization in the following circumstances:

1. **Required by law or regulatory authorities:** Confidential information may be disclosed when required by law or regulatory authorities. This implies that the disclosure is compelled by a legal or regulatory obligation.
2. **Conflict of interest disclosure to HR:** Employees must disclose any actual or potential conflicts of interest to the HR department. This implies that they have a duty to disclose confidential information related to conflicts of interest to facilitate appropriate management and mitigation.

In all other cases, confidential information must be protected, and unauthorized disclosure may result in disciplinary action.

21. What is the company's maternity leave policy?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

What is the company's maternity leave policy?

Ask

Answer:

Unfortunately, there is no information about the maternal leave policy in the provided text. I can help you draft a general response based on typical maternity leave policies, but please note that it's not based on actual information from the company.

"According to our company policy, we offer [X] weeks of paid maternity leave to support new mothers. Eligible employees who are eligible for maternity leave will receive [X]% of their base salary during the leave period. To apply for maternity leave, employees must provide [X] weeks' notice and obtain approval from their manager and HR representative. We strive to support our employees during these life-changing moments, and our maternity leave policy is designed to balance work and family responsibilities."

22. Is there a paternity leave policy?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

Is there a paternity leave policy?

Ask

Answer:

Unfortunately, there is no paternity leave policy mentioned in the provided employee leave policy.

23. What is the probation period for new employees?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

What is the probation period for new employees?

Ask

Answer:

Based on the provided employee leave policy, there isn't a specific probation period mentioned for new employees. However, it is mentioned that WFH (Work From Home) is available to full-time employees who have completed at least **3 months of service** with the company. This suggests that employees may need to complete their probation period before they are eligible for certain benefits or policies.

24. What is the company's salary revision cycle?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--

Enter your question:

What is the company's salary revision cycle?

Ask

Answer:

Unfortunately, the provided text does not mention the company's salary revision cycle. It covers various aspects such as holidays, employee leave, reimbursement, work from home policy, code of conduct, and regulatory disclosure.

25. Are employees eligible for annual bonuses or performance incentives?

Policy System Advintek

Choose a sample question or type your own:

--Type your own--



Enter your question:

Are employees eligible for annual bonuses or performance incentives?

Ask

Answer:

After analyzing the given context, I couldn't find any mention of annual bonuses or performance incentives in the company's policies. The provided policies cover various aspects such as:

- Holiday Policy
- Weekend Policy
- Flexible Holidays
- Critical Operations Exception
- Work From Home Policy
- Leave Without Pay Policy
- Employee Reimbursement Policy
- Employee Leave Policy
- Code of Conduct