TechGlobal Employee Handbook 2024

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1. Work Schedules & Remote Work

1.1 Hybrid Work Model

TechGlobal operates on a **Hybrid Work Model**. Employees are required to be present in the office **3 days a week**.

- **Mandatory Office Days:** Mondays and Thursdays are compulsory for all teams to ensure collaborative sync.
- **Remote Days:** Tuesday, Wednesday, and Friday can be availed as remote work days, subject to manager approval.

1.2 Core Working Hours

To facilitate cross-team collaboration, all employees (remote or in-office) must be available during **Core Hours: 10:00 AM to 4:00 PM (EST)**. The remaining hours can be flexible based on project needs.

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2. Expense Reimbursement Policy

2.1 Travel Expenses

Employees traveling for business purposes are entitled to reimbursements strictly under the following limits:

- **Daily Meal Allowance:** Up to **$50 per day**. Receipts must be uploaded to the portal within 7 days.
- **Mileage:** Personal vehicle usage is reimbursed at **$0.65 per mile**.
- **Flights:** Economy class is mandatory for all domestic flights under 4 hours. Business class is permitted only for international flights exceeding 8 hours.

2.2 Home Office Stipend

Full-time employees are eligible for a **one-time Home Office Setup Stipend of $500**. This can be used for purchasing monitors, ergonomic chairs, or desks. This stipend is taxable.

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3. Leave & Time Off (PTO)

3.1 Annual Leave Entitlement

- **Sick Leave:** 12 days per year (Accrued at 1 day per month). Unused sick leave does **not** carry over to the next year.
- **Casual/Vacation Leave:** 20 days per year. Up to **5 days** can be carried forward to the next calendar year.
- **Bereavement Leave:** 3 days of paid leave for immediate family members.

3.2 Application Process

All leave requests exceeding 3 consecutive days must be submitted at least **2 weeks in advance**. Emergency sick leave should be notified by 9:00 AM on the day of absence.

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4. Code of Conduct & IT Security

4.1 Data Privacy

Employees are strictly prohibited from sharing client data on public AI tools (e.g., ChatGPT free version). Only the internal "TechGlobal AI Secure" portal allows confidential data processing.

4.2 Social Media

Posting photos of the office server room or client meeting notes on social media is grounds for immediate termination.