

Human Resources Policies - Frequently Asked Questions (FAQs)

1. What are the types of leaves available to employees?

Employees are entitled to Casual Leave (CL), Sick Leave (SL), and Earned Leave (EL). Each employee receives 12 CLs, 12 SLs, and 15 ELs annually. Unused earned leaves can be carried forward up to 30 days.

2. How do I apply for leave?

Leave can be applied through the HR portal or via email to the reporting manager. Approval is subject to work requirements and must be requested at least 2 days in advance for planned leaves.

3. What happens if I take leave without prior approval?

Unapproved leave is considered as Leave Without Pay (LWP). Repeated unapproved absences may lead to disciplinary action as per company policy.

4. How is salary calculated?

Salary consists of Basic Pay, House Rent Allowance (HRA), Conveyance Allowance, and Performance Bonus. Taxes and statutory deductions such as PF and ESIC are applied as per government norms.

5. When is salary credited?

Salaries are processed and credited to employees' bank accounts on or before the 7th working day of each month.

6. What if there is a delay in salary payment?

In rare cases of delay, employees will be notified in advance by HR. Any discrepancies should be immediately reported to the HR department.

7. How are performance appraisals conducted?

Performance appraisals are conducted annually, typically in March. Employees are evaluated based on performance metrics, team feedback, and manager reviews.

8. What are the working hours and weekly offs?

Regular working hours are 9 AM to 6 PM, Monday to Friday. Saturday and Sunday are weekly offs unless otherwise specified by the department head.

9. Is work from home allowed?

Work-from-home requests can be approved for certain roles depending on project needs. Employees must take prior approval from their reporting manager.

10. How is resignation and notice period handled?

Employees must provide at least 30 days' written notice before resignation. Early release requests are subject to managerial and HR approval.

11. What benefits are available apart from salary?

Employees are eligible for health insurance, provident fund, professional development programs, and annual company retreats.

12. What are the company's policies on misconduct?

Any act of harassment, discrimination, fraud, or violation of company ethics will be dealt with under the disciplinary policy, which may lead to termination after due inquiry.

For any additional HR-related queries, please reach out to hr@company.com.