

Company Name: TechNova Solutions Pvt. Ltd.

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**1. LEAVE POLICY**  
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- Every full-time employee is entitled to 20 days of paid leave per year.
- Unused leaves can be carried forward up to 10 days to the next calendar year.
- Employees must apply for leave at least 3 days in advance through the HR portal.
- Sick leaves exceeding 2 consecutive days require a medical certificate.

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**2. ATTENDANCE POLICY**  
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- Work hours: 9:00 AM to 6:00 PM (Monday to Friday).
- Employees must mark attendance via the company attendance app.
- Late arrivals beyond 15 minutes more than 3 times a month will result in deduction of 0.5 leave.

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**3. REIMBURSEMENT POLICY**  
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- Travel and meal expenses for official work are reimbursable.
- Employees must submit bills within 10 working days of expense.
- Reimbursements are processed by the Finance Team within 15 working days.

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**4. CODE OF CONDUCT**  
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- All employees must maintain professional behavior and respect colleagues.
- Confidential company information should not be shared externally.
- Any harassment, discrimination, or misconduct will lead to disciplinary action.

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**5. PAYROLL POLICY**  
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- Salaries are processed on the 30th of each month.
- Salary slips are available on the employee portal.
- Deductions include PF, TDS, and professional tax as per government norms.

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**6. EXIT POLICY**  
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- Employees must serve a 30-day notice period before resignation.
- Full and final settlement is processed within 45 days of the last working day.
- Exit interviews are mandatory for all departing employees.