

HR Policies - Leave Policy

Leave Policy:

Our company provides comprehensive leave benefits designed to support employees' work-life balance.

Annual Leave:

All employees receive annual leave based on their tenure:

- Less than 1 year: 12 days
- 1 to 3 years: 15 days
- More than 3 years: 20 days

Sick Leave:

- Employees are entitled to 10 days of paid sick leave annually. Sick leave beyond this requires medical certification.

Maternity and Paternity Leave:

- Maternity leave is 16 weeks paid, and paternity leave is 4 weeks paid.

Special Leaves:

- Bereavement leave (3-5 days based on relationship closeness)
- Jury duty and voting leave

Leave Application Procedure:

- Employees must apply for leave through the HR portal, and approvals must be obtained from their direct supervisor.
- Emergency leave requests require immediate notification and documentation where applicable.

HR Policies - Performance Review

Performance Review Process:

Annual Reviews:

- Conducted annually in December, covering January to December.
- Involves self-evaluation, manager evaluation, and peer reviews.

Self-Evaluation:

- Employees evaluate their performance based on predefined goals and objectives.

Manager Evaluation:

- Managers assess employees on key performance indicators (KPIs) such as productivity, quality, initiative, teamwork, and communication.

Peer Reviews:

- Anonymous feedback collected from colleagues to assess collaboration and teamwork.

Feedback Sessions:

- Post-evaluation meetings are held individually to discuss results, identify areas of improvement, and set future goals.

Career Development:

- Reviews determine promotions, salary adjustments, and training needs.
- Continuous performance issues lead to structured improvement plans, with defined milestones.

HR Policies - Employee Benefits

Employee Benefits Overview:

Health Insurance:

- Comprehensive medical, dental, and vision coverage.
- Includes family coverage options.

Retirement Benefits:

- Employer-sponsored 401(k) retirement plan with company match up to 6%.

Wellness Programs:

- Subsidized gym memberships and wellness initiatives.
- Access to counseling and mental health services.

Educational Support:

- Tuition reimbursement for relevant courses up to \$5,000 annually.

Work Flexibility:

- Hybrid and remote working options available based on job roles.

Financial Bonuses:

- Performance-based annual bonuses.
- Referral bonuses for successfully hired referrals.

Employee Recognition:

- Regular awards and recognition programs for outstanding contributions.

Employee Assistance:

- Programs covering financial planning, legal consultation, and other personal matters.