

Leave and Attendance

1. How many annual leave days am I entitled to?

Full-time employees are typically entitled to [e.g., 14] days of annual leave per calendar year. The leave entitlement may be prorated if you join partway through the year.

2. Can I carry forward unused leave to the next year?

Yes, up to a certain limit (e.g., 5 days) may be carried forward. However, it's recommended to utilize your leave within the current year for work-life balance.

3. What is the policy on late arrivals or early departures?

Frequent late arrivals or early departures without approval can result in deductions or warnings. However, occasional instances can be adjusted with manager approval or flexible time arrangements.

Compensation and Benefits

4. When is the salary credited each month?

Salaries are typically credited on the last working day of each month. If it falls on a weekend or holiday, payment is made on the previous working day.

5. How do I check my payslip or salary structure?

Payslips are available through the HRMS or payroll portal under your profile section. You can also contact payroll@company.com for any clarifications.

6. What insurance coverage is provided by the company?

Employees are covered under group health insurance which includes hospitalization, outpatient services, and emergency care. Details of the policy are available in the HR handbook or via HR.

7. Are there performance bonuses or incentives?

Yes, based on performance evaluations and company profitability. Bonuses are usually distributed annually or quarterly depending on the business unit.

Career Development and Training

8. How can I request training or certifications?

You can raise a request through the Learning & Development portal or speak with your manager during performance reviews. HR will guide you on eligible programs and sponsorship.

9. Are there opportunities for internal job rotation or transfers?

Yes, internal job postings are regularly updated. Employees can apply for roles that align with their skills and interests after discussion with their current manager.

10. How is promotion decided in the company?

Promotions are based on performance reviews, skill development, years of service, and business needs. Employees are notified during the appraisal cycle if they qualify.

Workplace Conduct and Policies

11. What is the company's code of conduct?

The code of conduct outlines expectations for professional behavior, integrity, workplace respect, and ethical practices. It is shared during onboarding and available in the policy repository.

12. What should I do if I face harassment or discrimination?

You should immediately report the issue to HR or the internal grievance committee. All complaints are handled confidentially and in accordance with legal and company policies.

13. Is there a dress code at work?

Yes, the company follows a smart casual dress code. For client meetings or official events, business attire is recommended. Specific departments may have additional guidelines.

Employee Engagement and Support

14. Are there any employee wellness programs?

Yes, wellness initiatives include mental health counseling, fitness challenges, and mindfulness sessions. Details are shared through internal newsletters and the HR portal.

15. How do I participate in company events or clubs?

Employee engagement activities are posted on the intranet or via email. You can join interest groups such as sports, arts, or volunteering by signing up or contacting the Events Committee.

Parental and Special Leaves

16. What is the maternity/paternity leave policy?

Maternity leave is [e.g., 84 working days] and paternity leave is [e.g., 5 working days], fully paid. Employees should notify HR at least one month in advance and submit the required documents.

17. Can I take unpaid leave?

Yes, with prior approval from your manager and HR. It is generally granted in exceptional circumstances after all paid leave is exhausted.

IT and Resources

18. How do I raise a request for new hardware or software?

Submit a ticket through the IT helpdesk portal specifying your requirement. Manager approval may be needed for certain software tools or additional devices.

19. What if I lose or damage company property?

Report the incident immediately to IT and HR. Based on the investigation, you may be liable for partial or full replacement costs depending on the situation.

Performance and Feedback

20. How often are appraisals conducted?

Performance appraisals are conducted annually, typically in Q1. Mid-year reviews or continuous feedback sessions may also take place depending on the team.

21. Can I appeal my performance rating?

Yes, if you believe your rating does not reflect your performance, you may request a feedback meeting with your manager and HR to discuss the evaluation.

Others

22. Can I refer someone to the company?

Yes, the company has an employee referral program. You can submit the candidate's resume through the referral portal and may be eligible for a bonus if they are hired.

23. What should I do if I need an employment verification letter?

Submit a request through the HR portal or email hr@company.com. The letter will be issued within 3–5 working days.