Company Name: TechNova Solutions

1. Leave Policies

- Casual Leave: 8 days/year, for personal matters. Apply at least 1 day in advance.

- Sick Leave: 10 days/year, require medical certificate for more than 2 days.

- Earned Leave: 15 days/year, pre-approval by manager required.

- Maternity Leave: 26 weeks, for female employees.

- Paternity Leave: 7 days, to be taken within 2 months of childbirth.

- Bereavement Leave: 3 days for immediate family loss.

2. Work Hours

- Standard working hours: 9:00 AM – 6:00 PM, Monday to Friday.

- Flexible start: +/- 30 minutes.

- Lunch break: 1 hour.

3. Onboarding Checklist

- Submit documents: ID, educational certificates, previous experience letters.

- Setup company email and tools.

- Complete mandatory compliance training.

- Meet team and manager for introduction.

4. IT Policies

- Company devices must have antivirus installed.

- No installation of unapproved software.

- Regular backup of work documents is mandatory.

- Strong passwords must be maintained.