

TechTrend Innovations Policy Dataset

Question	Context	Answer
How many days of annual leave are provided?	Leave Policy: Employees at TechTrend Innovations are entitled to 20 days of annual leave.	20 days to 20 days of annual leave.
How long is parental leave?	Leave Policy: Parental leave at TechTrend Innovations includes maternity and paternity leave.	Up to 12 weeks.
When must leave requests be submitted?	Leave Policy: All leave requests must be submitted through the HR portal in advance.	At least 14 days in advance.
What is the process for emergency leave?	Leave Policy: Emergency leave can be requested with less than 7 days' notice.	Submit a 7-day notice approval.
Can I carry over unused leave?	Leave Policy: Up to 5 days of unused annual leave can be carried over to the next year.	Up to 5 days with the manager approval.
When do annual appraisals take place?	Appraisal Process: Annual appraisals occur in December.	In December performance and set goals.
By when must self-assessment forms be submitted?	Appraisal Process: Employees must submit self-assessment forms by November 15.	By November 15.
Are performance bonuses available?	Appraisal Process: Performance bonuses are awarded based on appraisal scores.	Yes, based on appraisal scores.
How is the appraisal score calculated?	Appraisal Process: Scores are based on KPIs, peer feedback, and manager evaluation.	Based on KPIs, peer feedback, and manager evaluation.
Where can I find my payslip?	Payslip Access: Payslips are available on the HR portal.	Under the 'Payroll' section.
Can I get paper payslips?	Payslip Access: Employees can opt for paper payslips via HR.	Yes, employees can opt for paper.
How long to resolve payslip discrepancies?	Payslip Access: Discrepancies must be reported to HR for resolution.	Contact HR within 30 days.
How do I claim travel expenses?	Expense Claims: Work-related travel expenses are reimbursed.	Submit claims via the HR portal with receipts.
What is the deadline for expense claims?	Expense Claims: Claims must be submitted within 60 days of the expense.	Within 60 days.
How long for expense approval?	Expense Claims: Approval process takes 5-10 business days.	5-10 business days.
What expenses are eligible for reimbursement?	Expense Claims: Eligible expenses include travel, accommodation, and work-related supplies.	Travel, accommodation, and work-related supplies.
How many training hours are offered?	Training and Development: TechTrend offers 40 hours of professional development annually.	40 hours of professional development annually.
How do I enroll in training courses?	Training and Development: Courses are available via the Learning Portal.	Via the Learning Portal.
Can I attend workshops?	Training and Development: Workshops count toward annual training hours.	Yes, workshops are available.
Are external certifications reimbursable?	Training and Development: Approved external certifications are reimbursable.	Yes, with prior approval.
How many days can I work remotely?	Remote Work Policy: Employees may work remotely up to 3 days per week.	Up to 3 days per week.
Do remote workers need manager approval?	Remote Work Policy: Remote work arrangements require manager approval.	Yes, manager approval.
What is required for a remote workspace?	Remote Work Policy: Remote employees need a dedicated workspace and stable internet.	A dedicated workspace and stable internet.
How long is the onboarding program?	Onboarding Process: New hires complete a structured onboarding program.	2 weeks.
Do new hires get a buddy?	Onboarding Process: A buddy is assigned to support new hires.	Yes, for the first 30 days.
What training is included in onboarding?	Onboarding Process: Onboarding includes system training and team introductions.	System training and team introductions.
Is DEI training mandatory?	Diversity and Inclusion: TechTrend requires annual DEI training for all employees.	Yes, for all employees.
Can I join affinity groups?	Diversity and Inclusion: Affinity groups are open to employees.	Yes, from designated groups.
What is TechTrend's diversity commitment?	Diversity and Inclusion: TechTrend is committed to fostering a diverse workplace.	Committed to a diverse workplace.
How do I report a harassment issue?	Workplace Conduct: Harassment issues must be reported to HR.	Report to HR immediately.
What support is available for mental health?	Employee Wellness: TechTrend offers an Employee Assistance Program (EAP).	Employee Assistance Program (EAP).
How are workplace disputes resolved?	Workplace Conduct: Disputes are handled through mediation and HR review.	Through mediation and HR review.

What is the process for requesting accommodations?	Employee Support: Reasonable accommodations can be requested via HR portal.	Submitted for review via HR portal.
Are wellness programs available?	Employee Engagement: Wellness programs include fitness, stress, and mental health.	Yes, fitness and mental health.
How can I provide feedback anonymously?	Employee Engagement: Anonymous feedback can be submitted via HR portal or by email.	Via the HR portal or by email.
What is the deadline for mandatory compliance training?	Compliance: All employees must complete compliance training by December 31 each year.	By December 31 each year.
How do I update my personal details?	Employee Records: Personal details can be updated via the HR portal.	Via the HR portal.
What is the policy on overtime pay?	Compensation: Overtime is paid at 1.5x for eligible employees.	Yes, pay for eligible employees.
Can I request a flexible work schedule?	Work Schedule: Flexible schedules are available with manager approval.	Yes, with manager approval.
What is the process for promotion requests?	Career Development: Promotion requests are reviewed during annual appraisals.	Submitted during annual appraisals.
Are there employee recognition programs?	Employee Engagement: TechTrend has quarterly recognition awards.	Yes, quarterly recognition awards.
How do I access the Employee Assistance Program?	Employee Wellness: EAP is accessible via HR portal or direct contact.	Via HR portal or direct contact.
What is the policy on workplace safety?	Workplace Safety: TechTrend adheres to OSHA standards and safety protocols.	Adheres to OSHA regulations with safety training.