

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 per year.	20 days to 20 days.
How long is parental leave?	Leave Policy: Employees at TechTrend Innovations are entitled to 20 days of parental leave.	Entitled to 20 days...
When must leave requests be submitted?	Leave Policy: Employees at TechTrend Innovations are entitled to 20 days of parental leave.	At least 7-20 days advance via the HR portal.
When do annual appraisals take place?	Appraisal Process: Annual appraisals occur in December.	In December.
By when must self-assessment forms be submitted?	Appraisal Process: Annual appraisals occur in December.	By November 15.
Are performance bonuses available?	Appraisal Process: Annual appraisals occur in December.	Yes, based on appraisal scores.
Where can I find my payslip?	Payslip Access: Payslips are available on the HR portal.	On the HR portal under 'Payroll'.
Can I get paper payslips?	Payslip Access: Payslips are available on the HR portal.	Yes, employees can opt for paper payslips.
How long to resolve payslip discrepancies?	Payslip Access: Payslips are available on the HR portal.	Contact HR within 30 days.
How do I claim travel expenses?	Expense Claims: Employees can claim work-related expenses.	Submit claims via the HR portal with receipts.
What is the deadline for expense claims?	Expense Claims: Employees can claim work-related expenses.	Within 60 days.
How long for expense approval?	Expense Claims: Employees can claim work-related expenses.	5-10 business days.
How many training hours are offered?	Training and Development: TechTrend offers 40 hours of professional development annually.	40 hours annually.
How do I enroll in training courses?	Training and Development: TechTrend offers 40 hours of professional development annually.	Visit the Learning Portal.
Can I attend workshops?	Training and Development: TechTrend offers 40 hours of professional development annually.	Yes, workshops are available.
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: Employees may work remotely up to 3 days per week.	Yes, days per week manager approval.
What is required for a remote workspace?	Remote Work Policy: Employees may work remotely up to 3 days per week.	A dedicated workspace and virtual meeting setup.
How long is the onboarding program?	Onboarding Process: New hires complete a 2-week onboarding program.	2 weeks program...
Do new hires get a buddy?	Onboarding Process: New hires complete a 2-week onboarding program.	Yes, from the first 30 days.
What training is included in onboarding?	Onboarding Process: New hires complete a 2-week onboarding program.	System training and team introduction.
Is DEI training mandatory?	Diversity and Inclusion: TechTrend is committed to a diverse workplace.	Yes, workplace...
Can I join affinity groups?	Diversity and Inclusion: TechTrend is committed to a diverse workplace.	Yes, for underrepresented communities.
What is TechTrend's diversity commitment?	Diversity and Inclusion: TechTrend is committed to a diverse workplace.	Committed to a diverse workplace.