

TechCorp Employee Handbook (2025)

1. Leave Policy

All full-time employees are eligible for the following leave categories:

- Annual Leave: 25 days per year. (Must be used by Dec 31st).
- Sick Leave: 10 days per year. (Requires medical certificate if > 2 days).
- Casual Leave: 7 days. (Cannot be combined with Annual Leave).

Note: Unused annual leave does not carry over to the next year.

2. Remote Work Policy

Employees are allowed to Work from Home (WFH) for 2 days a week.

The designated WFH days are Tuesday and Thursday.

Core Collaboration Hours: All employees must be online between 10:00 AM and 4:00 PM.

Employees must ensure they have a stable internet connection of at least 50 Mbps.

3. Travel & Expense Policy

Meal Allowance: Employees working past 9:00 PM can claim a dinner allowance of up to \$30.

Flight Travel: Economy class is mandatory for all flights under 6 hours.

Team Outings: The budget for quarterly team outings is capped at \$50 per head.