

# HR FAQs

## HR FAQs

### 1. What are the working hours?

Regular working hours are 9:00 AM to 6:00 PM, Monday through Friday.

### 2. How do I apply for leave?

Use the company HR portal to apply for sick, casual, or earned leave.

### 3. How is performance reviewed?

Performance is reviewed bi-annually. You will receive feedback from your manager and HR.

### 4. What benefits does the company offer?

We offer health insurance, paid leaves, training programs, and employee wellness benefits.

### 5. Whom should I contact for payroll issues?

Contact payroll@company.com or raise a ticket in the HR portal.

### 6. How do I update my personal information?

Login to the HRMS system and update your profile details or contact HR directly.

### 7. Is there a dress code?

Yes, business casuals are required from Monday to Thursday; Fridays are casual.

8. What is the notice period for resignation?

The standard notice period is 30 days. It may vary based on your contract.