Higher Education Policy –PG Programme India

Objective

At HCLTech we believe that learning is a continuous process. Our endeavour is to encourage employees to acquire higher knowledge and professional qualifications for self-development as well as for the growth of the organization. This policy describes the applicability, enrolment procedure and guidelines for availing opportunities for pursuing higher education. It is designed in a manner so that employee does not feel the added burden of education with HCLTech enabling access to financial aid as well as to the best Higher Education institutes in the country.

Applicability

The policy is applicable to all full-time employees aligned to Apps & SI, ERS, Software Services, India Business, DPO, and Infrastructure divisions of the Company in India who are with 2 years' experience in HCLTech.

Claim Type	Condition	Claim Settlement App
Travel Expense Claim	TAS with travel end date before Sept 18, 2022	GCS
	TAS with travel end date as Sept 19, 2022 or after	MyClaim
Other Non - Travel Claims (except Cellphone & Broadband, Flexi & COVID 19 Vaccination)	All non- travel claims that have already been raised and are in the approval flow on or before Sept 18, 2022	GCS
	All new non - travel claims to be raised from Sept 19, 2022	MyClaim
Expense Advance	To be raised via GCS and settled via MyClaim (SAP Concur) from Sept 19, 2022	GCS/MyClaim

Policy Details

The aim of the Policy is to provide continuing education spread over 2 years as work integrated learning, thereby helping the employee to manage education and professional priorities, as well as pay a nominal fee every year (partially funded by HCLTech).

EMPANELLED Colleges for post-graduation

- BITS PILANI
- SHIV NADAR UNIVERSITY – (NOIDA BASED EMPLOYEES ONLY)

- NARSEE MONJEE INSTITUTE OF MANAGEMENT

Please refer to form(s) section for process & detailed information related to all 3 universities.
Service Agreement:
- Service agreement must be signed at the time of enrollment to the course.
- The advance tuition fees disbursal will be done prior to every semester for 2 years course duration through GCS and will get settled via MyClaim (SAP Concur)
- The employee must serve the Company for a period of two years post completion of the Program. Service Agreement of a duration of 4 years will be initiated from the date of advance received by employee (i.e 2 Years for the course duration and 2 Years post completion of the course).
- Any deviation to the service agreement for whatsoever reason will lead to the recovery of the entire tuition assistance paid to the employee.
- BITS PILANI- for M.Sc. – Business Analytics course Service Agreement of a duration of 4.5 years will be initiated from the date of advance received by employee (i.e 2.5 Years for the course duration and 2 Years post completion of the course). The total tuition fees disbursal will be INR 218,000 for four semesters through GCS and will get settled via MyClaim (SAP Concur). Employee has to bear the tuition fees for the 5th semester.

Tuition Assistance in case of Separation:
Employee separating from the organization in between the program or post completion of the program will not be eligible to continue the higher education program with any of the university and no reimbursements will be entertained by HCLTech.

Criteria to avail Tuition Assistance
The following criteria are to be fulfilled by the Employee to avail tuition assistance
- The Employee should complete the enrolled program without interruption within the defined duration of the course.
- The Employee should maintain the minimum passing criteria of the enrolled program.
- The employee needs to submit the requisite documents like proof of grades/GPA, original invoices/fee slips to ES under "HE Advance Other" claim category through Global Claim System ("GCS") and will get settled via MyClaim (SAP Concur).
- The Employee applying for tuition assistance under this Policy will be eligible for paid tuition leave for 2 working days per semester. The Tuition Leave can be carried forward if the duration of the course is more than one year. Any unused Tuition Leave post completion of the course will elapse. These leaves cannot be encashed.
- Employee should inform his / her Reporting Manager ("RM") at least 15 days in advance for availing Tuition Leave. Leave is approved at the discretion of the RM.
- Apart from the above paid Tuition Leave, any leave taken to complete the course will be deducted from the leave balance of the Employee. In case the Employee does not have enough leave balance, Leave Without Pay ("LWP") will be considered.
- Employee to self-nominate for the program/course with mandate email approval from RM, L4 and HR approval before applying for any of the courses.

- After the Employee has received necessary approvals the enrolment formalities of the educational body / course can then be initiated by the Employee.
- RM approval to be given only if course selected by reportee adds value to the project purpose or to hold multiple roles within the organization.
- Tuition leave can be applied from backend by the support team. An SSD needs to be raised by employees under below mentioned path:
- myhcltech>>SSD>>HR>> HR - Attendance & Leave - Leaves on Behalf of the employee – Offshore.

Leave Policy during the program

- The Employee applying for tuition assistance under this Policy will be eligible for paid tuition leave for 2 working days per semester. The Tuition Leave can be carried forward if the duration of the course is more than one year. Any unused Tuition Leave post completion of the course will elapse. These leaves cannot be encashed.
- Employee should inform his / her Reporting Manager ("RM") at least 15 days in advance for availing Tuition Leave. Leave is approved at the discretion of the RM.
- Apart from the above paid Tuition Leave, any leave taken to complete the course will be deducted from the leave balance of the Employee. In case the Employee does not have enough leave balance, Leave Without Pay ("LWP") will be considered.

Approval Workflow

- Employee to self-nominate for the program/course.Approval workflow will be: User---HE PMO---BUHR(ES)---ES
- After the Employee has received necessary approvals the enrolment formalities of the educational body / course can then be initiated by the Employee.

Misappropriation: Any misappropriation of allowances / usage for other purposes other than intended, any malpractice activities will be considered as a Policy violation and penalized as per the Disciplinary Policy of the Company.

If the employee / candidate have been debarred from taking any course by any University in the past while being employed at HCLTech, then employee cannot apply for any higher education program under the HCLTech Higher Education Policy.

Exceptions

Any exceptions to the Policy must be approved by L2 Head and LOB HR Head.