

Q1. When does my health insurance become active?

Your coverage begins from your first working day at Tutorials Link.

Q2. Can I add or change dependent details after joining?

Yes. Dependent details can be updated during the annual enrollment period or after a qualifying life event (marriage, childbirth, etc.).

Q3. How do I apply for reimbursement?

Submit scanned bills, prescriptions, and the reimbursement form through the HR portal within 30 days of treatment.

Q4. What happens if I fall sick during a holiday?

Sick leave cannot be clubbed with public holidays unless hospitalization proof is provided.

Q5. Can earned leave be encashed?

Earned leave encashment is allowed only at the time of resignation or annual HR approval cycle.

Q6. Is work-from-home allowed during medical recovery?

Yes, subject to manager approval and depending on the nature of work.

Q7. How are holiday calendars decided?

Holiday calendars are released at the beginning of each year based on regional government announcements and business requirements.

Q8. Can compensatory off be taken anytime?

Comp-off must be availed within 45 days of approval, unless business needs delay usage.