



# Benefit Summary

## Paid time off – Calendar year

National & public/festival holidays per year	12 Days
Privilege Leave per year	18 Days
Sick Leave per year	12 Days

## Maternity Leave – Paid

Maternity Leave	6 Months
Miscarriage Leave	6 Weeks
Leave for any illness arising out of pregnancy (Ex: Pregnancy complications)	1 Month [In addition to the six weeks leave that the employee will be entitled to, in case of miscarriage]
Leave for Tubectomy procedure	2 Weeks
Leave for adopting / commissioning mothers	12 Weeks
Paternity Leave	10 Days
Compassionate Leave	3 Working Days

## Leave Encashment

Unused PL will be encashed at the time of separation with the full & final settlement. Encashment will be calculated on the employee's gross fixed salary

## Leave Carry Forward

A maximum of 45 days unutilized PL can be carried forward to the next calendar year. Any remaining balance will lapse

## Health & Wellness

Medical Insurance	INR 500,000/- (Self, Spouse, children & Parent/in-law) Parental/In-laws coverage is limited to INR 300,000/- with 10% Co-pay Top up cover available for INR 200,000/-, INR 300,000/-, INR 500,000/-
Accident Insurance	Covers self only: 3 times annual fixed salary a)Death by accident / Permanent Total Disability: 3 times annual fixed salary b)Temporary Total Disability: Weekly salary or INR 5,000 per week; Whichever is lower for maximum of 104 weeks
Life Insurance	Covers self only: 3 times annual fixed salary
EAP	Our exhaustive EAP program will provide a holistic solution to improve overall health (physical and mental) by offering 24/7 unlimited doctor consultation, unlimited mental health counselling, free advanced annual health check-up and much more.

## Retirals

Provident Fund
Contributions and deductions will be as per applicable law.
Gravity
Per statutory requirements

## Others

Cafeteria
In house cafeteria with free Breakfast and Lunch
Transportation
Subsidized company provided transportation