

HYLAND SOFTWARE SOLUTIONS INDIA LLP

BENEFITS AT A GLANCE

Plan Year
2019/2020

Summary of Full-Time Benefits

This document contains a summary of our India benefits available to employees for whom the company processes payroll for that work at least 40 hours per week. India is on a monthly pay schedule.

Hyland Provided Benefits	MEDICLAIM INSURANCE Floater coverage for up to INR 6 lacs per family. Limit of INR 3 lacs for each dependent parent. <u>Coverage includes:</u> Employees, spouse, up to two dependent children and two dependent parents.	LIFE INSURANCE Two times the annual CTC of the employee. Critical Illness and Terminal Illness is also covered for the employee along with death benefit.	ACCIDENT INSURANCE There are multiple levels of compensation, depending upon the type of injury, be it permanent or temporary disablement.
	EMPLOYEES' PROVIDENT FUND Includes a contribution of 12% made by the employee and employer (includes EPS and EDLI) of his/her basic pay plus meal allowance.	GRATUITY Provided to an eligible employee for rendering services continuously for five years or more. There are certain rules that make an employee eligible to receive gratuity before the age of retirement or superannuation.	
Benefits	EMPLOYEE ASSISTANCE PROGRAM Confidential access to short-term counseling and referral services, 100% covered by Hyland.	PROFIT SHARING Quarterly profit sharing may be paid to eligible employees based on company performance.	MEAL CARDS Allows employees to choose from a variety of restaurants, cafeterias, food courts, bakeries and food outlets affiliated with Hyland's meal card provider.
	TOP UP OPTION FOR MEDICAL INR 3 lacs with an INR 1.5 lac sub-limit for parents. This would bring the total to 9 lacs as total Mediclaim coverage. The additional 3 Lacs voluntary benefit can be used when the base policy is exhausted. Additional coverage will be paid for by the employee. Top up will be applicable for parents once the base coverage of 3 lac is exhausted.	VOLUNTARY PROVIDENT FUND Employees covered by the Employees' Provident Fund can put more than the mandatory 12% of the basic in the Voluntary Provident Fund (VPF). Contributions are eligible for tax and interest benefits. You cannot discontinue deductions until the end of the financial year. The tax benefit will be automatically calculated with your Form 16.	

WORK/LIFE PERKS



Wellness Reimbursement
Annual 10,000 INR gym or fitness class reimbursement



Wellness Services
Access to In-house GYM facility and trained trainer.



Hyland House Program
Access to one of six vacation properties after 7 years of service



Sabbatical Program
Four week paid sabbatical after 8 years of service

TIME OFF

Service	PTO
1-3 years	15 days
4-9 years	18 days
10 years or more	22 days

Plus

10 Public Holidays	1.5 Days to Volunteer
2 Optional Holidays	10 Days of Casual Leave
1 Employee Appreciation Day	11 Days of Sick Leave