

# **BENEFITS FOR ATHENISTAS**



# INSURANCE



**Medical Insurance**



**Life And Accident Insurance**

Our comprehensive Medical Insurance provides cover to employees and their family members during medical emergencies and treatments

**Family includes Employee, Spouse, up to 2 dependent children, parents OR parents-in-law**

- No Waiting Period
- Pre-existing diseases are covered

**INR 5 LAKHS  
FLOATER COVER**

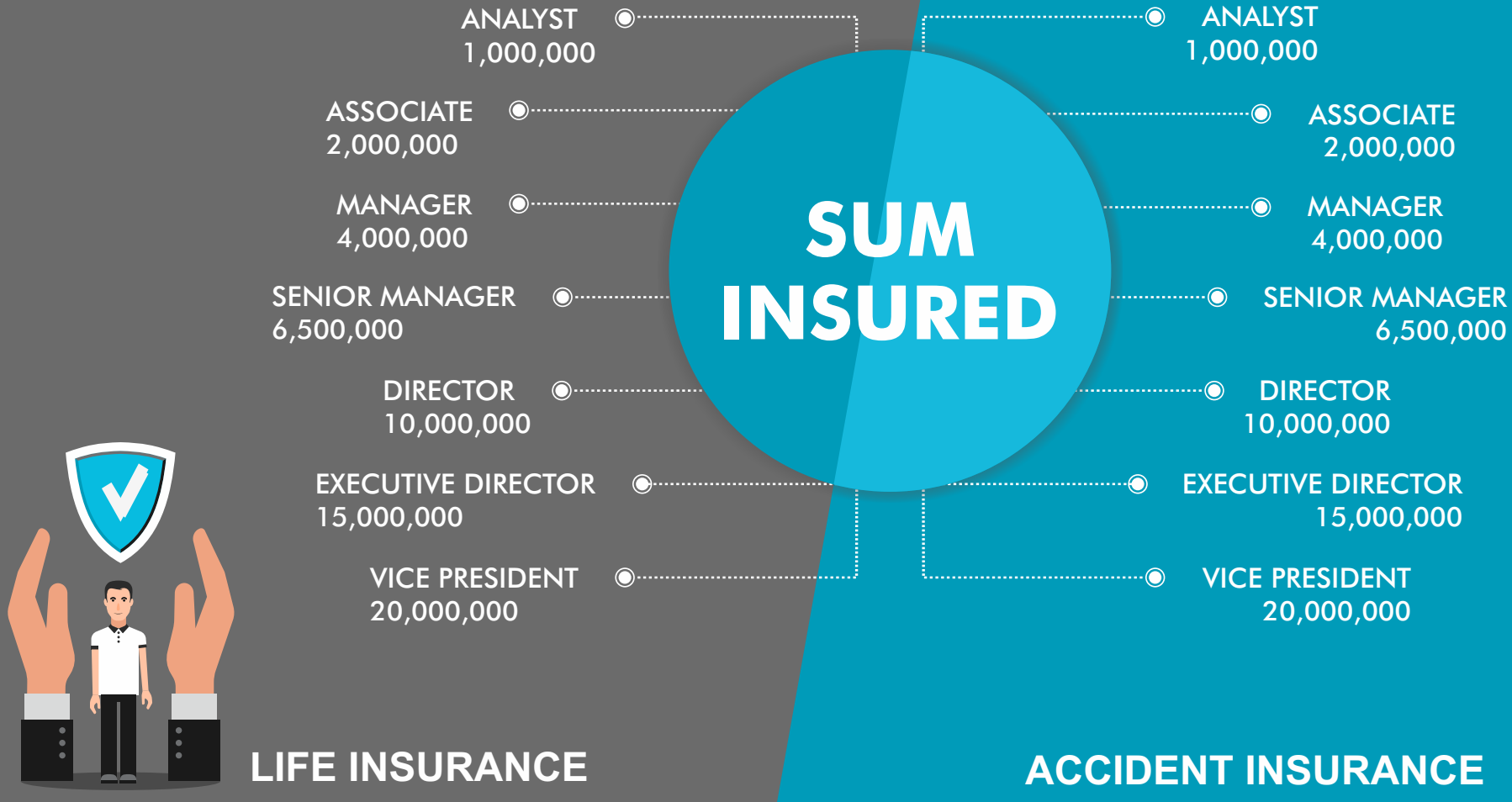
**TOP-UP INSURANCE COVER OPTIONS:**

**INR 2 lakhs, INR 3 lakhs  
and INR 5 lakhs**

Available at group negotiated rates, self-funded by employees.



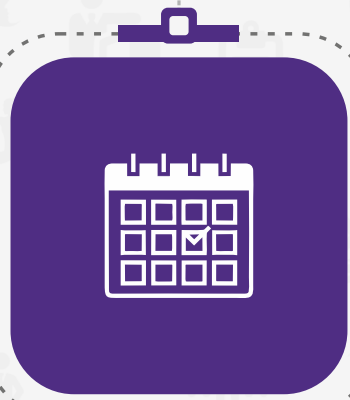
All employees are covered under the Group Life and Accident Insurance.  
The program aims to support employees' nominees incase of any unfortunate event



**Temporary total disablement**

- INR 10,000 per week for a maximum of upto 52 weeks.

# WORK LIFE BALANCE



**Paid Time Off**



**Wellness Program**

# PAID TIME OFF

We have a generous leave policy that gives you ample time away from work



**PRIVILEGE  
LEAVE (PL)**  
**12 days** p.a



**CASUAL  
LEAVE (CL)**  
**12 days** p.a



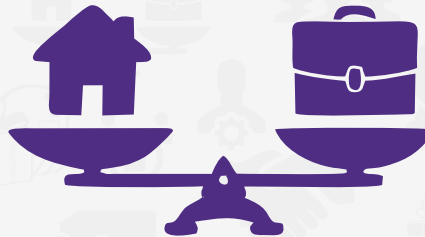
**SICK LEAVE  
(SL)**  
**12 days** p.a



**DECLARED  
HOLIDAYS**  
**10 days** p.a



**BEREAVEMENT  
LEAVE**  
**5 days** p.a





To encourage employees practice their preferred style of wellness, we have a flexible Wellness Program that provides wide coverage and expense reimbursement support.

**REIMBURSEMENT UP TO  
INR 10,000 PER YEAR**

## **SCOPE OF EXPENSES COVERED:**

- Fitness club memberships such as Gym Aerobics, Pilates, Zumba, Meditation, Yoga, CrossFit
- Swimming classes and Sports club memberships
- Fitness / weight loss programs
- CPR classes / certifications
- Self Defense classes
- Sports tournament fee / race registration fees
- Vaccination (including administration charges)





# PARENTING BENEFITS



**Paternity Benefit**



**Maternity benefit**



**Childcare Support**

We recognize that becoming a parent is an important milestone in one's life and we support our male colleagues with the following paternity benefits

**New Born Gift: INR 3,500**

**INSURANCE:**

**INR 60,000 for normal delivery**

**INR 75,000 for C-Section**

- Pre and postnatal care
- New Born baby covered from Day 1
- Surrogacy is covered

**Paternity/Adoption Leaves:**  
**10 Business days**



We support our women employees through the maternity period and thereafter

**New Born Gift: INR 3,500**

**INSURANCE:**

**INR 60,000 for normal delivery**

**INR 75,000 for C-Section**

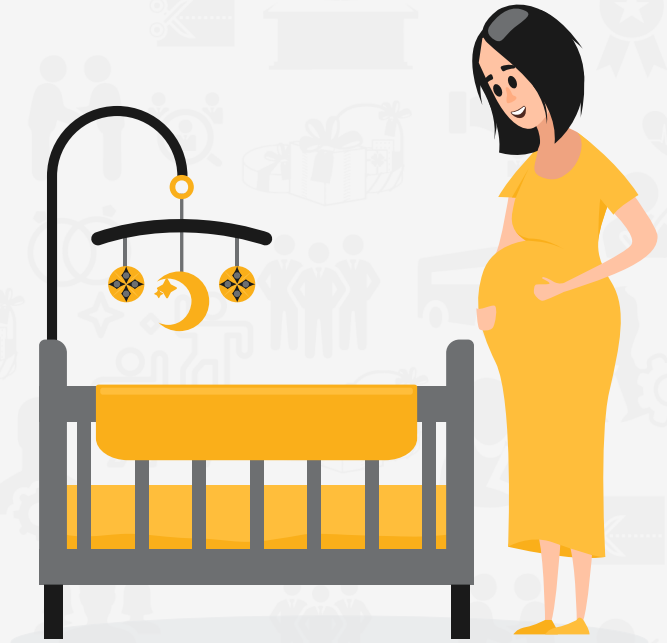
- Pre and postnatal care
- New Born baby covered from Day 1
- Surrogacy is covered

**Maternity Leaves:**

26 weeks for first two children  
12 weeks thereafter

**Adoption Leave:**

84 days



Early childhood is an important phase of parenting and we are committed to support our employees balance parenthood while at work.

## ELIGIBILITY:

**Employees with children aged between 6 months and 6 years**

## BENEFIT



Access to **childcare centers** close to our offices

Reimbursement of **50%** of basic childcare fees



We support employees in a hassle-free relocation

## TRAVEL FOR A MAXIMUM OF FOUR FAMILY MEMBERS (SELF AND IMMEDIATE FAMILY)

Taxi fare to airport/train station



Shipping of household goods and one personal vehicle can claim up to INR 75,000



Brokerage for property rental – up to INR 20,000



Temporary accommodation for up to two weeks



Salary advance towards security deposit for property rental – up to INR 150,000



Employee Assistance Program provides free consultation services for work, life, family, legal, financial matters and much more.



24/7 TELEPHONIC  
COUNSELLING



FACE-TO-FACE  
COUNSELLING



EMERGENCY  
SUPPORT



LEGAL & FINANCIAL  
INFORMATION  
SERVICES



CHOICE OF  
COUNSELLORS



ACCESS TO  
ONLINE PORTAL  
AND MOBILE APPS

## YOUR PF CONTRIBUTION AND OPTIONS

**Company's contribution:** INR 21,600 or 12% of your Basic Salary whichever is higher

**Employee Contribution:** Matching contribution by employees for the same. The amount will be deducted from your monthly base pay

Employees have an option to declare higher amount as **Voluntary PF** contribution anytime through the year. This will be a deduction from employees monthly take-home salary. There will be no matching Company contribution

## GRATUITY ENTITLEMENT

Employees are eligible for gratuity on completion of **5 years** of continuous service. The gratuity payable is equal to **15 days** of monthly basic salary for every completed year of service.

## NATIONAL PENSION SYSTEM

Employees can make contribution through the company, up to **10%** of their basic salary completely tax free.





# OTHER BENEFITS



## TEAM BONDING

Upto INR 1,500 per employee per quarter as reimbursement towards team events such as team lunch/dinner, team events, team activities.



## REWARDS AND RECOGNITION

We have an extensive recognition program that rewards exceptional performances. Types of awards include Employee of the quarter, Extra Mile Award, Spotlight Award and Kudos award.

## TRANSPORTATION



To support employees commuting to work, shuttle cab services are provided from specific nodal points.

## REFERRAL BONUS



Reward upto INR 80,000 for each referral.

## LONG TERM SERVICE AWARD



To recognize an employee who has completed 5 years, 8 years & 10 years of employment with the Company.





**Disclaimer:**

athenahealth reserves the right to amend, supplement, or rescind any provisions of employee benefits as it deems appropriate, in its sole and absolute discretion. It is important to note that this handbook is only a summary of your benefits. It is not a legal document. If there is any discrepancy between the policy and this handbook, the policy will take priority. The benefit programs are subject to change at any time and the changes will be communicated to employees appropriately. This is a confidential document.