

Company Policies at Optum India

Optum India has established company policies to provide clarity and fairness in day-to-day operations. These policies cover leave, travel, conduct, and flexible working arrangements. The following FAQs summarize key information.

Frequently Asked Questions (FAQ)

How many days of paid leave can I take per year?

Employees are entitled to 22 days of paid leave per calendar year, inclusive of casual and earned leave. Public holidays and weekends are not counted against your leave balance.

What is the process for travel expense reimbursement?

Employees must submit travel expense claims within 15 days of completing official travel. Claims should be filed through the Expense Management System with valid receipts attached. Manager approval is required before reimbursement is processed.

Where can I find the official Code of Conduct document?

The Code of Conduct is available on the company intranet under the 'Policies & Guidelines' section. Employees are expected to review and acknowledge it annually.

What is the company's work-from-home policy?

Optum India follows a hybrid work model. Employees may work from home up to 2 days a week, subject to manager approval and business requirements. Exceptions may apply for specific roles.