

Company Policies

Optum India's company policies are created to maintain transparency, consistency, and compliance. This section describes leave, expense, conduct, and hybrid work policies.

FAQ:

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

A: Full-time employees are entitled to 22 days of paid leave (Casual + Earned) per calendar year. Public holidays and weekends are separate and not counted. Leave accrual, carry-forward rules, and encashment depend on service tenure and policy.

Q: What is the process for travel expense reimbursement?

A: Submit your travel expenses within 15 days of trip completion through the Expense Management System. Attach scanned receipts/invoices, boarding passes, lodging bills, local conveyance bills. Your manager must approve before the Finance/Accounts team processes reimbursement.

Q: Where can I find the official Code of Conduct document?

A: The Code of Conduct is available on the Optum intranet, under the "Policies & Guidelines" section. All employees are required to review and electronically acknowledge it annually.

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

A: Optum India follows a hybrid model: employees may work from home up to 2 days per week (subject to manager approval and role suitability). Business continuity or specific roles may allow more days under special permissions.