**1. Purpose**

The purpose of this policy is to provide clear guidance on employee compensation, benefits, and support programs. It aims to ensure equitable treatment, transparency, and legal compliance, while fostering employee engagement, well-being, and professional growth.

**2. Scope**

This policy applies to all full-time, part-time, and contractual employees across all company locations. It covers all forms of compensation, employee benefits, leave entitlements, wellness programs, retirement benefits, and support mechanisms.

**3. Compensation Structure**

**3.1 Salary Components**

* **Basic Salary:** Fixed portion of pay based on role, responsibilities, and market benchmarks.
* **House Rent Allowance (HRA):** Applicable to employees as per policy. Taxable as per law.
* **Special Allowances:** Includes travel, education, or skill development allowances.
* **Overtime & Incentives:** Paid for approved extra work as per HR guidelines.

**3.2 Performance-Based Compensation**

* **Annual Bonus:** Linked to company performance, team goals, and individual KPIs.
* **Incentives:** Project completion, sales achievements, and innovation rewards.
* **Example:** If an employee achieves 120% of their target, the incentive is calculated as 1.2 × baseline amount.

**3.3 Salary Review and Revision**

* Annual review based on performance appraisal and market standards.
* Promotion-based adjustments follow documented eligibility criteria.

**4. Health & Wellness Benefits**

**4.1 Health Insurance**

* Comprehensive medical coverage for employees and eligible dependents.
* Covers hospitalization, OPD, dental, and maternity.
* **Claim Procedure:**
  1. Employee submits medical bills to HR.
  2. HR verifies coverage and forwards to insurer.
  3. Reimbursement or direct billing occurs as per policy.

**4.2 Wellness Programs**

* **Mental Health:** Counseling sessions, webinars, and workshops.
* **Physical Health:** Gym reimbursements, ergonomic assessments, yoga sessions.
* **Nutritional Guidance:** Diet plans and health checkups.

**4.3 Employee Assistance Programs (EAPs)**

* Confidential support for personal or professional challenges.
* Includes financial counseling, stress management, and work-life coaching.

**5. Retirement & Provident Benefits**

**5.1 Provident Fund (PF)**

* Statutory contribution by employee and employer.
* Accessible for retirement, home purchase, or emergencies as per law.

**5.2 Gratuity**

* Provided to employees with 5+ years of continuous service.
* Calculation: (Last drawn salary × 15/26) × Number of years of service.

**5.3 Pension Schemes**

* Applicable for eligible employees under government-mandated schemes.
* Employees may choose voluntary contributions to enhance retirement corpus.

**6. Paid Time Off & Leave Policy**

**6.1 Annual Leave**

* Entitlement: 18–24 days per year (depending on role).
* Accrual: Pro-rated monthly.
* Carryover: Maximum of 5 days to next year.

**6.2 Sick Leave**

* Entitlement: 12 days per year.
* Medical certificate required for leave >2 days.

**6.3 Casual Leave**

* Entitlement: 6 days per year.
* For urgent personal matters.

**6.4 Maternity / Paternity Leave**

* **Maternity:** 26 weeks fully paid for eligible employees.
* **Paternity:** 15 days fully paid leave.

**6.5 Unpaid Leave**

* Granted at manager discretion.
* Not counted for accrual benefits.

**7. Flexible Work & Return to Office (RTO)**

**7.1 Flexible Work**

* Hybrid work arrangements allowed based on manager approval.
* Work-from-home days cannot exceed limits defined per role.

**7.2 Return to Office (RTO) Guidelines**

* Employees must follow scheduled office days.
* Exceptions may be granted for health, family emergencies, or travel restrictions.
* Clear communication with HR required for any deviations.

**8. Travel & Relocation Benefits**

**8.1 Domestic & International Travel**

* Travel reimbursed for official purposes following approval.
* Pre-approved travel advance allowed.

**8.2 Relocation Assistance**

* Covers moving expenses, temporary accommodation, and travel for new hires.
* HR provides relocation checklist and guidance.

**9. Claim Procedure**

**Step-by-Step:**

1. Submit claim form via HR portal.
2. Attach supporting documents (bills, approvals).
3. HR verification and approval.
4. Finance processes reimbursement in next payroll cycle.

**Note:** Claims must adhere to company limits and timelines.

**10. FAQs & Examples**

**Q1:** Can I carry forward unused annual leave?  
**A:** Up to 5 days may be carried forward; excess is forfeited.

**Q2:** How is the performance bonus calculated?  
**A:** Bonus = Base bonus × (Achievement % ÷ 100). Example: Base bonus ₹50,000 × 120% = ₹60,000.

**Q3:** What is the procedure to avail health insurance for dependents?  
**A:** Submit dependent details to HR during enrollment period. Claims follow the standard process.

**Q4:** Can I work remotely while on leave?  
**A:** No, leave must be requested and approved separately from work arrangements.