

## **Policy for retired persons to be taken on contract/ consultancy**

### **Application Scope**

This policy is applicable to all Staff category Employees working in Elite Group of companies and comes into effect whenever a staff is retired on attainment of an age of 56 years and those who are interested to continue their service in contract roll.

### **Procedure:**

#### **1. Notice of Retirement**

Retirement intimation to be sent by Payroll HR to the concerned employee at least 3 months before his / her retirement date.

#### **2. Employee to request for reappointment on Contract Basis**

Interested Employee can send the Contract employment request to their HOD as well as HEAD HR within 30 days from the date of receipt of their retirement intimation.

The employee to coordinate with Payroll HR and get his medical fitness certificate from the company approved Hospitals/medical centres. The employee to send the contract employment request along with the medical fitness certificate.

#### **3. Assessment of the request**

The respective Payroll HR to take the history of the employee and submit a report to the Head HR / HOD/UNIT HEAD /RSM. The report includes his total service, any special achievement during the service, disciplinary actions, if any, family background, financial background etc

The written request will be considered by the Head of Department in terms of employee's request and availability of successor on roll. Then HOD forward the request to Head HR with their recommendations within 15 working days of receiving the request .

If the Employee request is considered favorably by HOD and Head HR , then the recommendation shall be sent to CEO / ED for final approval.

Final Decision will be intimated to the concerned Employee 30 days prior to his/her retirement date.

The employee needs to hand over his laptop/desktop to IT department for a day for the purpose of completion of F&F process. The IT department needs to reissue laptop/desktop to the employee within a day.

## **Contractual re-appointment Process**

In case of re appointment request accepted by the management, a contract appointment order will be issued to employee containing all terms and condition and the period of his contract employment.

### **Entitlement of Benefits for Contractual Employees**

Salary and other benefits will remain the same considering his/her present remuneration and designation.

The Mediclaim policy can be extended by the company till the end of his contract period.

### **Contract Renewal process**

- Employee can submit an application to management to renew the contract agreement at last 30 days prior to the expiry date of contract agreement.
- Request will be considered by the Head of Department in conjunction with the Head of HR .
- If the request considered favorably by HOD and HEAD HR , then the recommendation shall be sent to CEO / ED for final approval.
- If the Extension is approved, revised agreement shall be issued .
- Increment amount will be based on the performance rating given to the employee during the appraisal process. Remuneration will be revised based on the annual appraisal policy of that year, Increment amount will be same as declared for the same band for the regular employees.