



## 2022 INDIA BENEFITS SUMMARY

**Holidays:** Twelve (12) paid public holidays per year.

**Vacation:** Eighteen (18) to twenty-four (24) vacation days per year subject to years of service.

**Retirement:** 12% of monthly basic salary of provident fund and gratuity based on the years of service with us.

**Healthcare:** Hospitalization insurance covering employee, spouse and 2 dependent children.

**Leaves:**

- Sick Leave
- Maternity Leave
- Marriage Leave
- Paternity Leave
- Bereavement Leave
- Adoption Leave

**Allowances:**

- Housing Rental Allowance
- Flexible Allowance

**Gratuity:** 15 days of salary for every completed year of service payable on termination / retirement / resignation after completion of 5 years of continuous service according to the Gratuity Act.

**Other Benefits:**

- **Business Mileage Claim** – For employees using own motor vehicle for business purpose
- **Disability Insurance:** Personal Accident Insurance coverage of 3 times the Annual Salary
- **Life Insurance:** 3 times the Annual Salary
- **Voluntary Provident Fund (VPF) Option**
- **Annual Health Check-up:** All full-time employees can avail this benefit once in a Calendar year (Jan 1 – Dec 31) and get the check-up done from any hospital with a cap of 3500 INR.
- **Internet Reimbursement:** Monthly reimbursement policy
- **Work from Home Policy**
- **Employee Assistance Program (EAP)**

