

STATUTORY BENEFITS - ESI, PF, GRATUITY, MATERNITY

ESI

Eligible Employees as per norms of the ESI Act, 1948 are eligible for ESI coverage. Employees covered under ESI Act 1948 are entitled for ESI benefits mentioned below:

- 1) Sickness Benefit
- 2) Medical Benefit
- 3) Disable Benefit
- 4) Maternity Benefit
- 5) Dependent Benefit

Provident Fund

Employees are eligible for Provident fund as per EPF and Miscellaneous Provisions Act, 1952. Contributory Provident Fund. Contribution: 12% of pay/statutory ceiling by employee and equal contribution by employer. PF is not applicable for short term/part-time/consulting/consolidated pay assignees.

Gratuity

As per "Payment of Gratuity Act, 1972" employees are eligible for gratuity benefits. The Act provides for payment of gratuity post completion of 5 years of service at the institution at the rate of 15 days of basic pay for each completed year of service.

Group Accident Insurance

Group Accident insurance coverage is issued to a group of members as part of an employee benefits package.

Sabbatical Holidays

Employees are eligible for sabbatical leave for a period of one year subject to completion of five years of service in the institution and approval of the management.

Maternity Leave

- All women on regular roles are entitled to maternity leave for a period of 26 weeks with monthly gross pay.
- In case of miscarriage/other related medical conditions, all employees eligible for Maternity leave shall be entitled to leave for a period of 30 calendar days immediately following the day of her miscarriage. The request for such leave must be supported by a Medical Certificate from a qualified medical practitioner.
- In case of Probationary Employees the maternity leave will be for the period of 90 days without pay.

- Application for Maternity leave should be supported by a certificate from the Registered attending Gynaecologist prior delivery and birth certificate of the baby.

Paternity Leave

- Eligible male employees are entitled to paternity leave for a period of three (3) days.
- Paternity leave must be taken within six months of the child's birth.
- Employees must provide a copy of the birth certificate to the HR department to avail paternity leave.
- Paternity leave is considered paid time off and does not affect the employee's accrued vacation or sick leave.