STAFF WELFARE POLICIES:

The following staff welfare policies have been established in accordance with government regulations and have been approved by the Management of APS Educational Trust:

The following policies with regards to the staff welfare is mentioned below, which is in terms with the Government and approved by the Management of APS Educational Trust:

PROVIDENT FUND

The Provident Fund (PF) is a retirement benefit scheme that is managed by the Employees' Provident Fund Organization (EPFO) under the Government of India. It is designed to provide financial security to employees after their retirement or in case of unforeseen circumstances such as death or disability.

Key Points of the Provident Fund Policy in India:

1. **What is Provident Fund (PF)?**

- The Provident Fund (PF) is a compulsory retirement savings scheme that both the employer and employee contribute towards.

- It is designed to help employees save a portion of their salary regularly, which will accumulate with interest over time to provide a substantial sum upon retirement.

2. **Applicability of PF:**

- The Employees' Provident Funds and Miscellaneous Provisions Act, 1952 mandates the establishment of a provident fund scheme for employees working in establishments with 20 or more employees.

- Employees working in factories, businesses, and other organizations are typically covered by this scheme.

3. **Contribution to the Provident Fund:**

Employee Contribution: 12% of the basic salary (including dearness allowance) is deducted from the employee's salary every month.

Employer Contribution: The employer also contributes 12%of the basic salary towards the employee's provident fund.

Note: The employer's 12% contribution is divided into two parts:

- 8.33% is allocated to the Employees' Pension Scheme (EPS).

- The remaining 3.67% goes into the Provident Fund (PF).

4. **Provident Fund Account:**

- Employee PF Account: Both the employee's and employer's contributions are credited to the employee's individual PF account, which is managed by the Employees' Provident Fund Organization (EPFO).

-Interest on PF: The balance in the provident fund account earns interest, which is credited annually. The rate of interest is decided by the EPFO and typically ranges between 8% and 8.5% per annum.

5. **Withdrawal of PF:**

- Retirement: The employee can withdraw the full amount accumulated in the PF account upon retirement (after turning 58 years).

- Premature Withdrawal: Employees can withdraw the PF amount before retirement under certain circumstances:

    - In case of unemployment for more than two months.

    - Medical emergencies.

    - Buying or building a house.

    - Marriage or higher education for self or children.

    - Migration abroad for employment.

- If an employee withdraws the PF before 5 years of continuous service, the amount is subject to tax (TDS).

6. Transfer of PF:

- If an employee changes their job, they can transfer the accumulated PF balance from their old account to the new one, ensuring continuity in their savings and benefits.

- The transfer process is fairly simple and can be done online through the EPFO portal.

7. Taxation of Provident Fund:

- The contributions made by the employee to the Provident Fund, as well as the employer's contributions, are eligible for tax benefits under Section 80C of the Income Tax Act, subject to the limit of ₹1.5 lakh per year.

- The interest earned on the provident fund balance is tax-free.

- If the employee withdraws the amount before 5 years of service, the withdrawal is taxable. However, if the employee has completed 5 years of continuous service, the amount is tax-free.

8. Employees' Pension Scheme (EPS):

- A portion of the employer's contribution (8.33%) is directed towards the Employees' Pension Scheme (EPS), which provides a monthly pension to the employee after retirement.

- The pension amount depends on the years of service, the salary drawn, and the number of years the employee has contributed to the EPS.

9. EPF and EPS for Contract Workers:

- Contract workers working in organizations with more than 20 employees are also eligible for PF benefits if the establishment is covered under the EPF Act.

- However, the contractor is responsible for contributing to the PF, and the workers' rights are to be respected under the scheme.

10. Voluntary Provident Fund (VPF); (Not applicable to our institution)

- In addition to the mandatory 12% contribution to the EPF, employees can choose to contribute more to their EPF account voluntarily. This is known as Voluntary Provident Fund (VPF), where the employee contributes more than the mandatory 12%.

- The contribution to the VPF also earns the same interest as the EPF, making it a good option for employees who want to save more for retirement.

Summary of Provident Fund Policy:

- **Mandatory Contributions:** 12% from both employer and employee.

- **Interest Rate:** is 8% to 8.5% per annum.

- **Withdrawal:** Allowed in specific cases before retirement, subject to tax if withdrawn before 5 years.

- **Tax Benefits:** Contributions eligible for tax deductions under Section 80C, and interest is tax-free.

- **Pension:** A portion of the employer's contribution goes towards the Employees' Pension Scheme (EPS).

This system provides financial security for employees post-retirement and ensures that a portion of their salary is saved and invested for their future.

GRATUITY POLICY

In India, gratuity is a statutory benefit provided to employees who have completed a minimum of five years of continuous service with an employer. The Gratuity Act, 1972, governs this benefit, and it is applicable to establishments with 10 or more employees. Here are the key aspects of the gratuity policy in India:

1. Eligibility for Gratuity:

Minimum Service: An employee must have completed at least 5 years of continuous service with the employer to be eligible for gratuity.

Termination of Service: The employee can receive gratuity in case of resignation, retirement, or death. However, if the termination is due to misconduct, the employer may deny the gratuity.

2. Calculation of Gratuity:

$$\text{Gratuity} = \frac{\text{Last drawn salary Number of years of service} \times 15}{26}$$

- Last **drawn salary** includes basic pay and dearness allowance.

- **15/26** factor represents 15 days of salary for every completed year of service, with 26 being the number of working days in a month.

3. Maximum Gratuity Limit:

The maximum gratuity an employee can receive is ₹20 lakh (as of the latest update in 2021). This limit applies regardless of how long the employee has worked with the company.

4. Exemption from Tax:

Gratuity received under the Payment of Gratuity Act, 1972 is tax-free up to a certain limit. The tax exemption is limited to ₹20 lakh (for employees covered under the Act). The amount received over and above this is subject to tax.

5. Payment of Gratuity:

The employer is required to pay the gratuity within ***30 days*** from the date it becomes due (i.e., from the date of retirement, resignation, or death).

6. Non-Applicability:

The Gratuity Act does not apply to employees working in establishments with fewer than 10 employees, or to employees in organizations not governed by the Act, such as those working in factories or shops.

7. In Case of Employee's Death:

If the employee dies before completing five years of service, the gratuity is still payable to their nominee or legal heir.

8. Gratuity for Contract Workers:

Gratuity is applicable to employees working under a contract if they meet the eligibility criteria, though the contractor may not always be bound by the same obligations as a regular employer under the Gratuity Act.

Conclusion:

with these provisions, and employees should be aware of their rights under Gratuity is an important component of employee welfare in India, ensuring a financial cushion after retirement or in case of resignation, and it also benefits the family in case of the employee's death. Employers are legally required to comply this law.

MATERNITY LEAVE

In India, **maternity leave** is a legal entitlement for women employees under the **Maternity Benefit Act, 1961**. The law ensures that female employees are given adequate time off to recover from childbirth and to care for their newborn child. Here are the key provisions of maternity leave in India:

1. Duration of Maternity Leave:

- **Maternity leave is 26 weeks** (6 months) for a woman employee who has worked for at least **80 days in the 12 months** preceding the date of her expected delivery.
- The 26-week leave can be availed **before or after childbirth**, but a woman employee can take a maximum of **8 weeks of leave before delivery** and the remaining **18 weeks after delivery**.
- In case of **multiple births** (twins, triplets, etc.), the leave entitlement is still 26 weeks.
- If the woman has **two or more surviving children**, the maternity leave entitlement is **12 weeks** instead of 26 weeks.

2. Eligibility for Maternity Leave:

- Female employees must have worked for the **same employer** for a minimum of **80 days in the 12 months** immediately before the date of her expected delivery.
- If the employee does not fulfill this condition, she may not be eligible for maternity benefits under the Act. However, employers may still provide maternity leave as a part of their internal policies.

3. Payment during Maternity Leave:

- The employee is entitled to receive **full wages** during the maternity leave period.
- Wages include basic pay and any other benefits or allowances typically provided to the employee.

4. Right to Maternity Leave:

- A woman employee is entitled to maternity leave even if she has had a miscarriage, subject to certain conditions:

- **Miscarriage or medical termination of pregnancy**: If the employee experiences a miscarriage or the pregnancy is medically terminated, she is entitled to **6 weeks of maternity leave** from the date of miscarriage or termination.
- **Stillbirth**: If the employee delivers a stillborn child, she is entitled to the full 26 weeks of maternity leave.

5. Extension of Maternity Leave:

- Maternity leave may be extended for a period of **one month** (or more, depending on the employer's policy) in case of medical complications or if the employee is unable to return to work due to health conditions.

6. Work from Home Option:

- The Maternity Benefit Act allows women employees to request a **"work from home"** option after the completion of their maternity leave, subject to the employer's approval.

7. Protection against Dismissal:

- It is illegal for an employer to dismiss a female employee during her maternity leave or while she is on medical leave for complications resulting from pregnancy.
- The employee is protected from discrimination due to pregnancy, childbirth, or maternity leave under the law.

8. Adoption and Surrogacy:

- As per the amended law, a **female adopting a child below the age of 3 months** or a woman who becomes a mother through surrogacy is also entitled to **26 weeks of maternity leave**.
- The employee must have worked for the same employer for a minimum of **80 days in the 12 months** preceding the adoption or surrogacy.

9. Employer Obligations:

- Employers are required to maintain records of maternity leave, and the employee must inform the employer about her pregnancy and expected date of delivery in advance (preferably at least 7 weeks before the expected date).

- Employers are required to pay the maternity benefit within **30 days** from the date the leave becomes due.

10. Maternity Leave for Employees in the Unorganized Sector:

- In the unorganized sector, employees are entitled to **maternity benefits under the Employees State Insurance (ESI) Act**, if they are registered under the scheme and fulfill the necessary criteria.

Conclusion:

The **Maternity Benefit Act** is a significant legal provision that ensures the well-being of women employees in India. It provides financial security and supports women during one of the most important phases of their life, ensuring they can recover and care for their newborn without the fear of losing their job.

EMPLOYEE STATE INSURANCE POLICY (ESI)

The Employees' State Insurance (ESI) Act, 1948 is a significant social security legislation in India designed to provide financial protection to employees in the event of sickness, maternity, disability, or death due to employment-related injuries. The ESI scheme is managed by the Employees' State Insurance Corporation (ESIC), which is governed by the Ministry of Labour and Employment of the Government of India.

Key Features of the ESI Policy in India:

1. **Applicability:**

- The ESI Act is applicable to factories and establishments with 10 or more employee (with some exceptions based on the state).

- Employees earning a monthly wage of ₹21,000 or less are eligible to avail of ESI benefits (₹25,000 or less for employees with disability).

2. **Contributions to the ESI Scheme:**

- Employee Contribution: Employees contribute 0.75% of their monthly wages towards the ESI scheme.

- Employer Contribution: The employer contributes 3.25% of the employee's wages, making the total contribution 4%.

- These contributions are mandatory and are deducted monthly from the employee's salary and matched by the employer's contribution.

3. **Benefits Provided by ESI:**

The ESI Act provides a wide range of social security benefits, including the following:

a. Sickness Benefit:

- In case of illness, employees covered by ESI are entitled to sickness benefits after a waiting period of 2 days.

- The benefit is 70% of the average daily wages and is provided for up to 91 days in a year.

b. Maternity Benefits:

- Female employees are entitled to maternity leave under the ESI scheme, which provides 100% of average daily wages for a maximum of 26 weeks (6 months).

- In case of a miscarriage, the female employee can get 6 weeks of leave with wages.

c. **Disablement Benefit:**

- Employees who suffer from an injury during work or a work-related accident are entitled to disablement benefits.

- The amount varies based on the degree of disability, and it can be a monthly payment if the employee becomes permanently disabled due to an accident.

d. Dependent's Benefit (In case of death):

- If an employee dies due to an employment injury or accident, the family members or dependents (spouse, children, or parents) are entitled to a pension.

- The dependent's benefit can be a fixed monthly amount depending on the nature of the injury and the wages of the deceased employee.

e. Medical Benefits:

- Employees and their immediate family members are entitled to medical care under the ESI scheme. This includes free medical treatment, hospitalization, and pharmaceuticals.

- Medical facilities are provided through a network of ESI hospitals and dispensaries, which can be availed by the employee and their dependents.

f. Funeral Expenses:

- In case of the death of an insured person, the family can receive funeral expenses up to ₹15,000.

4. **Eligibility for ESI Benefits:**

- **Employees:** Only employees working in establishments covered under the ESI Act, earning ₹21,000 or less per month (or ₹25,000 for those with disabilities), are eligible for the scheme.

- **Dependents:** Spouses, children, and in some cases, parents are eligible for benefits in case of the employee's death.

- The employee must have contributed to the scheme for a minimum number of days to qualify for certain benefits (e.g., sickness benefits, maternity leave, etc.).

5. **Registration and Compliance:**

- **Establishment Registration:** Employers must register their establishments with the Employees' State Insurance Corporation (ESIC) and obtain a unique ESI Code Number for their business.

- **Employee Registration:** Once registered, employers must ensure that all employees are registered under the ESI scheme and are contributing their part.

- **Monthly Contribution:** Employers are required to remit the monthly ESI contributions (employee and employer portions) to the ESIC through online payments.

6. **ESI Hospitals and Medical Facilities:**

- ESIC provides access to medical treatment and hospitalization to insured employees and their dependents at ESI hospitals and dispensaries across India.

- Employees and their families are eligible for medical care without having to pay out-of-pocket costs.

7. **Exemptions and Special Provisions:**

- Some establishments may be exempt from the ESI Act if they have fewer than 10 employees or if they operate in areas where the Act has not yet been implemented.

- Certain high-risk industries, such as construction, may also be subject to different regulations under the ESI Act.

8. Important Updates:

-ESI Scheme for the Informal Sector**: The government has expanded coverage for informal workers by including them in the National Social Assistance Programme and ensuring access to healthcare services under ESI.

- ESI Benefits During the Pandemic: The ESIC has been actively involved in providing benefits and medical care for employees affected by COVID-19, including hospitalization and compensation for workers who contracted the virus while on duty.

Summary of ESI Benefits:

1. Sickness Benefits: 70% of average daily wages for 91 days per year.

2. Maternity Benefits: Full wages for up to 26 weeks (6 months).

3. Medical Benefits: Free medical care and hospitalization.

4. Disablement Benefits: Benefits for work-related injuries or disabilities.

5. Dependent's Benefits: Pension for family members in case of the employee's death due to work-related injury.

6. Funeral Expenses: Up to ₹15,000 for funeral expenses.

Conclusion:

The Employees' State Insurance (ESI) scheme is an essential social security measure that provides employees with financial protection in case of health emergencies, maternity, accidents, and death. Both employees and employers contribute towards this fund, and it provides a broad range of benefits aimed at protecting workers in the organized sector.

STUDY LEAVE POLICY FOR EMPLOYEES

At APS College of Engineering (APSCE), we recognize the importance of continuous professional development and academic growth for our employees. To support this, we offer a Study Leave Policy aimed at encouraging employees to pursue higher education, research, and specialized training that contribute to their personal growth and benefit the institution.

1. Eligibility for Study Leave

- Full-time employees who have completed at least 2 years of continuous service with the institution and otherwise at the discretion of the Head of the Intuition with approval of the management.

- Employees seeking leave to pursue higher studies research projects, or professional development programs relevant to their role within the institution.

2. Duration of Study Leave:

- Employees may be granted study leave depending on the nature of the course or program being pursued.

- In exceptional cases, extended leave may be considered on a case-by-case basis.

3. Conditions for Study Leave:

- The leave is granted to employees pursuing recognized academic programs, such as diplomas, degrees, or certifications.

- Employees must provide documentation of their admission to the course or program, along with a study plan that outlines how the program will benefit their professional role at the institution.

- Employees must submit a formal application at least 3 months in advance of the planned leave and also make arrangements so that it will not disturb the regular institution works.

4. Salary and Benefits during Study Leave:

- Study leave can be with or without pay, depending on the length of leave and the specific circumstances of the employee's study.

With pay: Employees may be entitled to full or partial salary during the study leave, subject to management approval and the relevance of the study to the employee's role.

Without pay: If the leave extends beyond a year or if it is for personal development, it may be granted without pay.

Other Benefits: Employees on study leave may retain certain benefits like health insurance, annual leave, and provident fund contributions, depending on the duration and nature of the leave.

5. Return to Work after Study Leave:

- Employees are expected to return to work after the completion of their study leave.

- If the employee fails to return to work as agreed, they may be required to reimburse the institution for the paid portion of the study leave.

- The institution encourages employees to apply their newly acquired skills and knowledge in their professional roles to enhance the quality of work and service.

6. Reimbursement of Course Fees:

- In some cases, the institution may consider partial reimbursement of the course fees based on the relevance of the program to the employee's current job role or the institution's objectives. Such reimbursements are subject to management approval and specific guidelines.

7. Application Process:

- Employees wishing to avail of study leave must submit a formal Study Leave Application, including the details of the course, duration, and any supporting documents such as an admission letter.

- Applications must be submitted to the office of the Principal for approval from the management.

Anand

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