

# Blackboard

## India Benefits Overview for Full-Time Employees

### Leave Policies

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**Paid Leave:** Employees are eligible for 30 days of leave per year (18 days of annual leave [referred to in the past as casual leave] and 12 days of sick leave), credited to the leave account on an “accrual” basis, namely, the leave has to be earned. On completion of each month of service, employee will be credited with 1.5 days of annual leave and 1 day of sick leave. If any public holiday and/or weekly holiday falls in between the period when leave is applied for; such holiday/s will not be considered as earned leave taken by the employee.

Leave may be used only with the approval of the employee’s direct manager. Before taking leave, the employee should apply for leave and get their manager’s approval. All leave should be tracked in Fusion: [Oracle Fusion HR](#). Failure to do so could leave to disciplinary action.

In case of emergency where an employee is unable to obtain prior approval, the employee or their designee should inform the manager and HR within 8 hours of absence. The employee should apply for leave within one day of resuming duty. Leave may be used in full or half day increments.

If an employee does not have any available leave and they apply for leave, the leave used beyond the available leave balance will be automatically treated as Leave Without Pay (LWOP).

Accrued, unused annual leave may be carried forward to the subsequent year(s) and accumulated up to a maximum of 10 days. Any accrual of paid leave in excess of this ceiling shall be forfeited at the end of the calendar year.

**Maternity Leave:** Employees are eligible for Maternity Leave on pregnancy, as per statutory requirements. The eligibility is for a total of 26 weeks, overlapping with the delivery date. These 26 weeks may generally be used as follows: 4 weeks before the expected date of delivery, 22 weeks after the date of delivery. Further unpaid leave of 90 days will be provided with the prior approval from Human Resources and the employee’s manager. In case of any miscarriage or medical termination of pregnancy, the leave eligibility is for 45 days from the day of miscarriage.

**Maternity leave for Adoption:** If a female employee is adopting a child, she will be eligible for 12 weeks of paid leave to be used within 1 days of the date of adoption

**Paternity Leave:** Male employees, on becoming a new parent or adopting a child, will be eligible for paid Paternity Leave of 10 days, to be used within the first 60 days.

**Bereavement Leave:** The benefit of additional leave of 5 working days is provided to employees in case of a bereavement of a family member. For purposes of bereavement leave, “family” is defined as the employee’s spouse, children, parents, grandparents, grandchildren, sisters, brothers of the employee and employees' spouse. Under extraordinary circumstances, Human Resources reserves the right to grant bereavement leave for other significant losses This leave must be taken within one month of bereavement.

**Advance Leave:** Employees are eligible to use advance leave of up to a maximum of 3 days in a year if they do not have sufficient leave accrued. This is to be used only in case of emergency and with prior permission of the immediate superior. Such advanced leave taken will be offset against future leave credits. Trainees will not be eligible for this during their training period. If an employee resigns and has received a leave advance, the leave will be considered to have been unpaid and applicable adjustments will be made with the final settlement.

**Absence due to Accident (Insurance cover):** Full-time employees are covered under the Group Personal Accident Insurance Scheme, which covers employees against risk of accidental workplace injury. If eligible

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for insurance, inability to attend work, as a consequence of an accidental workplace injury will be paid weekly compensation for the duration of absence from work, as per the scheme and in accordance with rules and regulations of the insurance service provider. Employees should inform HR about an injury within 24 hours of its occurrence. Eligibility for this coverage is subject to submission of documents (as prescribed).

## Employee Benefits

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**Group Medical Insurance Policy** – Employees, their spouses, parents and up to two dependent children are eligible for Company sponsored Group Medical Insurance policy to a maximum cover of 3 Lakhs.

**Personal Accident Insurance Policy** – Each employee is eligible for the Company's Group Personal Accident Insurance to a maximum cover of 5 Lakhs.

**Group Life Insurance Policy** – Each employee is eligible for the Company's Group Life Insurance in the amount of 3 times annual salary capped at a maximum cover of 10 Lakhs.

These benefits may change from time to time. Current information will be available on the intranet.

## Statutory Benefits

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**Gratuity:** when an employee leaves the company, or in the event of employee's death, employee or employee's chosen nominee(beneficiary) may receive a gratuity. Full time permanent employees who have been with the company continuously for at least four years and 240 days will be eligible for Gratuity. Company will pay gratuity along with the final settlement to the employee or employee's chosen nominee.