



EDUCATION ASSISTANCE POLICY

The policy rules are subject to change; hence ensure you are referring to the latest version of the policy. The interpretation of the rules or clarification of the policy as communicated by the Talent Expertise Team should be treated as final.

EDUCATIONAL ASSISTANCE- WL 1A, 1B, 1C

Effective 1 st August 2012, WL 1A-C employees are eligible for Education Assistance based on the guidelines mentioned below:

- ❖ The assistance is open to applications for further studies postal/part time courses, provided these are relevant to both the current job and the future job requirement.
- ❖ Employee must discuss the request with the concerned Line Manager and the HR Business Partner before applying for a course. The LM and HRBP will need to endorse the request and send the recommendation to the FRC Chairperson and HRLT of the FRC for approval.
- ❖ FRC Chairperson and HRLT to the FRC will approve the request based on development need for key talent, applicability of the course in current/future potential roles and the budget available with the unit/department.
- ❖ Effective 1 st August 2012, the company will reimburse tuition and examination Fee at actuals, subject to a maximum of INR 50,000 per annum. The amount will be reimbursed only on confirmation of exam clearance in the first attempt along with payment receipts. There will be no advance payment.
- ❖ The assistance so provided will be borne by the Unit/Department under Unit overheads.
- ❖ The course will be undertaken on the employee's own free time and will not in any way impact or affect his efficiency or output under terms and conditions of his regular employment.
- ❖ A study leave of maximum 5 working days per semester can be granted in one spell, subject to the Line Manager's approval.





EDUCATIONAL ASSISTANCE - WL1D+

Effective 1st August 2012, WL1D+ employees are eligible for Education Assistance based on the guidelines mentioned below:

- ❖ The assistance is open to applications for further studies postal/part time courses, provided these are relevant to both the current job and the future job requirement. The assistance is open to applications for further studies postal/part time courses, provided these are relevant to both the current job and the future job requirement.
- ❖ FRC Chairperson and HRBP to the FRC will recommend the request based on development need for key talent, applicability of the course in current/future potential roles and the budget available with the unit/department. The company will reimburse tuition and examination Fee at actual on confirmation of exam clearance in the first attempt along with payment receipts. There will be no advance payment.
- ❖ The assistance so provided will be borne by the Unit/Department under Unit overheads.
- ❖ The assistance so provided will be borne by the Unit/Department under Unit overheads.
- ❖ A study leave of maximum 5 working days per semester can be granted in one spell, subject to the Line Manager's approval.

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