

EXECUTIVES' BENEFITS - 2020 SUMMARY AND ANALYSIS

This section gives an overview of Executives' or Exempts (excluding Managers and above) Benefits. Details are in **Table 1-E to Table 30-E**. They are normally in MIS Job Grade Classification E1 to E4.

For this analysis, we have included 51 companies as Benchmarking Partners.

1. ANNUAL LEAVE

All the 51 companies (100%) in survey provided annual leave to their non-managerial executive employees. The range and average quantum of annual leave entitlement are as follows:

Years in Service	Average Quantum of Annual Leave/Year (in days)		
	Range	Average	Median
Total no. of companies provided annual leave: 51 (100%)			
1 to 2	10 to 22	15	14
3 to 4	12 to 22	16	16
5 to 6	14 to 24	18	18
7 to 8	16 to 24	19	19
9 to 10	16 to 24	19	20
11 to 13	16 to 24	20	20
14 to 15	16 to 24	20	20
>15	16 to 26	20	20

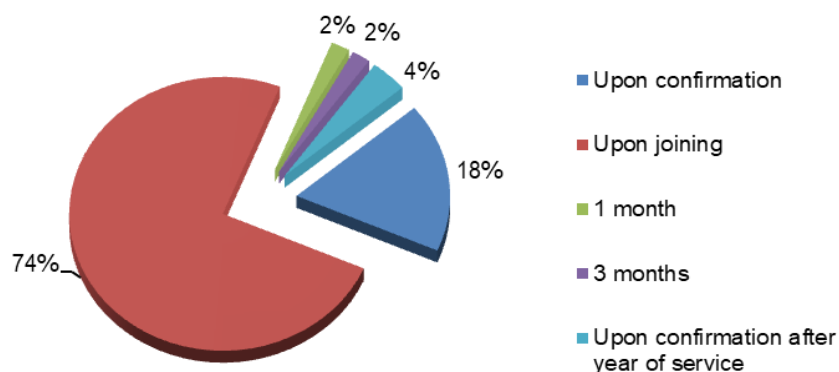
Only 2 companies (4%) gave the same number of days of leave to employees from the 1st year of employment till the 15th years and a slight increased after 15th years of service. Length of leave entitlement is largely dependent on service year.

Annual leave granted to their executives are reported to be based on the following eligible periods:

Eligibility	No. of Co.	%
Upon joining	38	74
Upon confirmation	9	18
Upon confirmation after year of service	2	4
After 1 month	1	2
After 3 months	1	2

Details are seen in [Table 1-E](#)

Eligible of Annual Leave



Of the 51 companies, 47 companies (92%) allowed accumulation of annual leave ranging from a minimum of 4 days and also maximum 2 years leave / according to entitlement / management approval / no limit. The validity of accumulation and unused leave are as follows:

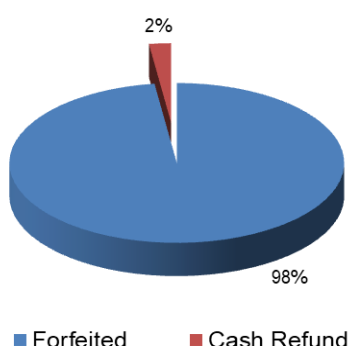
Validity of Accumulation & Unused Leave		No. of Co.	%
Forfeited of Unused Leave	- after 3 years	1	2
	- after 2 years	3	6
	- after 1½ years	1	2
	- after 1 year	32	68
	- after 9 months	1	2
	- no information on accumulated leave	8	17
Cash Refund of Unused Leave	- based on management approval	1	2

The treatment of unused leave is as follows:

Treatment of Unused Leave	No. of Co.	%
- Forfeited	46	98
- Cash refund	1	2

Details are seen in [Table 1-E](#)

Treatment of Unused Leave



2. OTHER LEAVE

2.1 Public Holidays

All the 51 surveyed companies (100%) reported providing public holidays leave. The number of days granted vary from 11 days to 19 days and is summarised as below:-

Public Holiday (days)	No. of Co.	%
Total no. of companies reported on public holidays leave: 51 (100%)		
11	1	2
13	2	4
14	6	12
15	6	12
16	8	16
17	13	25
18	7	14
19	5	10
17 - 18	1	2
Gazetted	2	4

Details are seen in [Table 2-E](#)

Sample MIS Benefits Report (Detailed Report)

TABLE 1-E

EXECUTIVES : ANNUAL LEAVE ENTITLEMENT - 2020

Company	Leave Upon Completion of Following Years of Service (days per annum)													Eligibility		Allow Leave Accumulation			Status of Unused Leave
	1	2	3	4	5	6	7	8	9	10	11 to 13	14 to 15	>15	When	After "X" Yr Service	Yes/No	Max Days/yr	No. of Years	
1	12	12	14	14	16	16	16	16	16	16	16	16	16	Joining		Yes		1	Forfeited
2	22	22	22	22	22	22	22	22	22	22	22	22	22	Confirmation		Yes	5.5	1	Forfeited
3	12	14	14	14	18	18	18	18	18	18	22	22	22	Joining		Yes	20		Forfeited
4	14	14	17	17	17	21	21	21	21	21	21	21	21	Joining		Yes	14-21	1	Forfeited
5	14	17	17	17	20	20	20	20	20	20	20	20	20	Confirmation		Yes	14	1	Forfeited
6	14	14	16	16	16	16	16	16	16	16	16	16	16	Joining		Yes	14-16	1	Forfeited
7	16	19	19	19	22	22	22	22	22	22	22	22	22	Joining		Yes	Mgmt Approval	Mgmt Approval	Cash refund
8	14	14	17	17	17	19	19	19	19	19	22	22	22	Joining		Yes	4	1	Forfeited
9	14	14	14	14	18	18	18	18	18	18	18	18	18	Joining		Yes	2 yrs entitlement	2	Forfeited
10	12	12	16	16	16	18	18	18	18	20	20	20	20	Joining		Yes	10	1	Forfeited
11	10 to 12	12 to 14	12 to 14	12 to 14	16	16	16	16	16	16	16	16	16 to 18	Joining		No			Forfeited
12	15	15	15	15	15	21	21	21	21	21	22	22	22	Joining		Yes	25	1	Forfeited
13	12	12	12	14	14	19	19	19	19	19	21	21	22	Joining		Yes	7	1	Forfeited
14	20	20	20	20	20	20	20	20	20	20	20	20	22	Confirmation		Yes	1 yr entitlement	1	Forfeited
15	14	14	16	16	16	21	21	21	21	21	21	21	21		1 month	Yes	1 yr entitlement		Forfeited
16	15	18	18	18	21	21	21	21	21	21	21	21	21	Joining		Yes		1	Forfeited
17	14	14	16	16	18	18	18	18	18	18	18	18	18	Confirmation		No			Forfeited
18	14	17	17	17	20	20	20	20	20	20	20	20	20	Joining		Yes	1 yr entitlement	1	Forfeited
19	12	12	14	14	19	19	19	19	19	21	21	21	22	Joining		Yes	16	1	Forfeited
20	16	16	18	18	18	20	20	20	20	20	22	22	22	Joining		Yes	4	1	Forfeited
21	16	16	16	16	16	18	18	18	18	18	20	20	20	Confirmation		Yes	1 yr entitlement	1	Forfeited
22	14	16	16	16	18	18	18	20	20	20	20	20	20	Joining		Yes	5		Forfeited
23	14	16	16	19	19	19	19	19	19	19	19	19	19	Joining		Yes	Current yr entitlement	1	Forfeited
24	12	15	15	15	18	18	18	18	18	18	18	18	18	Confirmation		Yes		2	Forfeited
25	12	12	15	15	15	18	18	18	18	18	18	18	18	Joining		Yes	Entitlement per year	1	Forfeited
26	12	12	16	16	16	21	21	21	21	21	23	23	23	Joining		Yes	9	3	Forfeited
27	12	12	14	14	16	16	16	16	16	16	16	16	16	Joining		Yes		1	Forfeited
28	15	17	17	17	21	21	21	21	21	21	21	21	21	Joining		Yes	50% of earned leave	1	Forfeited

TABLE 1-E

EXECUTIVES : ANNUAL LEAVE ENTITLEMENT - 2020

Company	Leave Upon Completion of Following Years of Service (days per annum)													Eligibility		Allow Leave Accumulation			Status of Unused Leave
	1	2	3	4	5	6	7	8	9	10	11 to 13	14 to 15	>15	When	After "X" Yr Service	Yes/No	Max Days/yr	No. of Years	
29	18	18	18	18	22	22	22	22	22	22	22	22	25	Joining		Yes	1 yr entitlement		Forfeited
30	12	12	14	14	16	16	16	16	16	16	16	16	16	Joining		Yes		1	Forfeited
31	14	14	16	16	16	18	18	20	20	22	22	22	24	Joining		Yes	1 yr entitlement	1	Forfeited
32	12	12	16	16	16	22	22	22	22	22	22	22	22	Confirmation	1 yr (N1)	Yes	22	1	Forfeited
33	14	14	16	16	16	20	20	20	20	20	20	20	20	Confirmation	> 6 months	Yes	4	1	Forfeited
34	18	18	19	19	19	20	20	20	21	21	21	21	21	Joining		Yes	7	1	Forfeited
35	10	10	14	14	14	18	18	18	18	18	20	20	20		3 months	Yes	10 (N2)	0	Forfeited
36	14	16	16	16	18	18	18	20	20	20	20	20	20	Joining		Yes	14-20	1	Forfeited
37	12	12	14	15	15	16	16	17	17	18	18	18	18	Confirmation		Yes		1	Forfeited
38	14	14	16	16	16	18	18	18	18	18	18	18	18	Joining		Yes	21	2	Forfeited
39	18	19	20	21	22	23	24	24	24	24	24	24	24	Joining		Yes	entitlement	1	Forfeited
40	16	16	16	16	16	16	18	18	18	18	20	20	20	Joining		Yes		1	Forfeited
41	22	22	22	22	22	22	22	22	22	22	22	22	26	Joining		No			Forfeited
42	16/18	16/18	19/21	19/21	19/21	22/24	22/24	22/24	22/24	22/24	22/24	22/24	22/24	Joining					
43	14	14	16	16	18	18	18	18	18	18	18	18	18	Joining		Yes	4 (N3)		Forfeited
44	12	14	14	14	18	18	18	18	18	18	18	18	18	Joining		Yes	10	1	Forfeited
45	14	14	16	16	20	20	20	20	20	20	20	20	20	Joining		Yes	1.5 yrs entitlement	1.5	Forfeited
46	14	16	16	16	16	18	18	18	18	18	20	20	20	Joining		Yes	1 yr entitlement	1	Forfeited
47	15	15	17	17	19	19	19	19	19	19	19	19	19	Joining		Yes	1 yr entitlement		Forfeited
48	12	12	15	15	18	18	18	18	18	18	18	18	18	Confirmation		Yes	yearly entitlement		Forfeited
49	14	14	16	16	18	18	18	20	20	20	20	20	20	Joining		Yes	5	1	Forfeited
50	12	12	16	16	20	20	20	20	20	20	20	20	20	Joining		Yes	No Limit	0.75	Forfeited
51	12	14	14	14	14	18	18	18	18	18	18	18	18	Confirmation		Yes	1 Yr Entitlement	1	Forfeited

Notes: **N1 (Co. 32)** Eligibility upon confirmation, given by pro-rated basis until fulfill 1 year of service
N2 (Co. 35) Employees above 45 years old is allowed to carry forward maximum 22 days.
N3 (Co. 43) Leave carry forward must be utilized by the month of 31st March on the following year