

STAFF WORKING FROM HOME POLICY

LEPRA Society aims to encourage such staff members to work from home who are unable to attend office owing to genuine medical reasons or those who cannot move from their homes because of justifiable reasons.



This policy is basically applicable for a long term arrangement, wherein a staff requests for a Working from Home benefit for 15 days or more and for a maximum period of 2 months.

All the employees of LEPRA Society (Regular/Contract) are eligible to apply for this benefit.

The concerned staff needs to approach his/her Line Manager and request “Working from Home” in a prescribed format.

The Line Manager needs to then evaluate the workload and recommend working from Home to the Chief Executive.

The final approval will only be given by the Chief Executive, after being satisfied with the reasons and the need.

Staff working from Home will be remunerated on the following basis:

Basic Salary: Full

HRA: Full

DA: Nil (No DA will be paid for the “Working from Home” duration.

Besides this, incidental expenses of Rupees 1500 per month (on pro rata basis) will be paid to cover incidental costs including telephones, internet etc on pro rata basis on number of days worked.