

2018

December

2018

December

347-018 / Wk 50  
THURSDAY

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(3) Employee Wages → Managing employee payroll is an important part of an HR department's job.

(4) Gratuity Policy → Gratuity is a company's way of appreciating the service provided by an employee for five or more years. A company pays an employee a gratuity when an employee resigns, retires or is laid off.

The employees' provident-

of appreciating the service provided by an employee for five or more years. A company pays an employee a gratuity when an employee resigns, retires or is laid off.

⑤ Employee Provident Fund - The employees' provident fund act 1947 provides employees with income security during their retirement also.

⑥ Leave Policy - The leave Policy is created to give employees a clear picture of the number of leaves an employee is allowed to take annually.

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TUESDAY

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⑦ Communication Policy - A communication Policy helps establish and maintain open communication for employees through out various levels of the organisation.

⑧ Awards and recognition Policy - The awards and recognition Policy is created to give employees a one-time reward or an award for outstanding performance.