جامعة الخليج الطبية
GULF MEDICAL UNIVERSITY
ACADEMIC HEALTH CENTER

GMU-POL-S05-019 - Employee Welfare

Standard 05: Faculty and Professional Staff

Process Owner	HR department
Prepared by	HR department
Reviewed by	Vice Chancellor Academics, Task Force appointed for review of GMU Policies and Procedures Manual
BOT Approval	Approved
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Modification History

Policy / Version Number	Date	Revision Summary
1.0	01.01.2014	Development of the 1st version
1.1	01.01.2019	1st Revision- Format changed with inclusion of document control information
1.2	11.10.2020	2nd Revision-Format changed as per revised Template

Relevant to	All employees of GMU
Used with	-
Purpose and Scope	Employee Welfare Policy facilitates and ensures employees are provided with the required support in times of necessity so that a healthy working environment is developed, and they feel more responsible and efficient. Anything done towards the well-being of employees comes under the purview of Employee Welfare. Welfare Procedure is a sequence of activities carried out to address employees needs to get the benefit from Employee Welfare Fund. The purpose of this policy is to govern and regulate all employee welfare activities at GMU.

Abbreviations and Definitions

HR: Human Resource Department

Policy

GMU has set up welfare office with a view to provide welfare facilities at one point and has appointed exclusive official to provide welfare benefits continuously and effectively to all employees in a fair manner.

Employee welfare schemes have been classified into two specific categories, namely,

a. Statutory: Undertaken in furtherance of the legislation adopted by the ministry. Policies applicable as per regulations including gratuity which are covered in the Employee Benefits.
b. Voluntary: Undertaken by the Organization which includes the welfare activities as mentioned below:
    1. Employee Welfare Fund.
    2. Employee Benefit (Reference Employee Benefit Policy)

All the information provided by applicants shall be treated as confidential and shared only with individuals directly involved.

The organization deserves the right to investigate the information provided or the document submitted by the employee and can be assured of its confidentiality.

Procedures

1. Employee Welfare Fund Provision

1. The use of the Welfare Funds shall benefit the employee genuinely in need.
2. The complete assistance amount is given to the beneficiary's family in case of his/her death.
3. The Organization has the right to provide assistance to the legal guardian, if it is proven that the beneficiary is not qualified to handle the assistance for any reason and appropriate proof of identity is submitted.
4. In the event that the applicant provided false information or falsified documents, the organization has the right to stop the assistance and request reimbursement of the amount given. Also, necessary disciplinary proceedings will be initiated as deemed fit.

2. Eligibility to Claim Welfare Fund

1. Employees who have completed a minimum of 3-years of continuous service in the organization are eligible to apply for

the benefits under this scheme.
2. Employees are not eligible to claim the fund if the financial crisis is caused by one of his/her acts of misconduct/negligence.
3. The employee shall not resubmit an application that was previously denied

3. Employee Welfare Fund Coverage

Limited assistance is available from Employee Welfare Fund as a grant to meet pressing financial obligations to employees in need.

In circumstances of special need, Employees or their dependent families, or the parents, widows or children of deceased members of employee may apply for assistance under the employee welfare policy.

Employees can avail the Employee welfare fund on the following occasions:

1. Welfare for employee's Medical Illness
2. Special circumstances of distress experienced by dependents of employee.
3. Special circumstances of distress experienced by widows, dependent widowers or dependents of deceased employee.
4. Welfare for employee's children's education
5. Welfare for employee's children's marriage
6. Welfare for employee's Housing need
7. Financial Obligations due to debts
8. Welfare against disasters
9. Al Hajj Pilgrimage
10. Other circumstances so judged by the Welfare Officer/Management.

4. Criteria's in claiming the Employee Welfare Fund

a. Welfare for Medical Illness

The employee welfare for medical illness shall be ascertained on the basis of the following:

1. Medical Certificate issued from an authorized governing body showing the criticality of illness.
2. Uninsured medical expenses caused by the employee's severe illness or accident. If insured, proof of exceeding coverage and need for benefit.
3. Uninsured expenses incurred for the medical care of or

caused by the death of an employee's immediate family member/dependents.

4. Family financial status
5. lengthy absence from work due to illness, where all paid leave credits have been expended
6. Being on sick leave without salary and needing to maintain basic necessities.

b. Special circumstances of distress experienced by dependents of employee.

c. Special circumstances of distress experienced by widows, dependent widowers or dependents of deceased employee.

d. Welfare for employee's children's education

The employee welfare for Children's education shall be ascertained on the basis of the following:

- Birth Certificate
- Mark list of the last educational qualification proving exceptional performance.
- Proof of admission in top universities or the Best colleges if unaffordable.
- Eligible for any other scholarships.
- Family financial status
- Age of children not exceeding 25-yrs.

e. Welfare for employee's children's marriage

The employee welfare for Children's marriage shall be ascertained on the basis of the following:

- Birth Certificate
- Proof of engagement / marriage fixation
- Family financial situation
- Eligible for children's first marriage only.

f. Welfare for employee's Housing need

The employee welfare Housing need shall be ascertained on the basis of the following:

- Proof of construction
- Land ownership proof
- Family financial status
- Other supporting evidence proving the need for housing.

g. Financial Obligations due to debts

Any pressing financial obligations due to debts that are genuinely caused: the employee's welfare during a financial crisis shall be ascertained on the basis of the following:

- Proof of debt
- Reasons for debt/circumstances that led to debt
- Family financial status
- Debt not caused by any sort of misconduct or misappropriation

h. Welfare against disasters

Financial distress due to untoward incident or any other natural calamities:

- Uninsured losses for damage to an employee's primary residence caused by fire, crime, flood, or other disasters.
- Proof from any Governing body of the effected home country.

i. Al Hajj Pilgrimage

One-time Haj pilgrimage allowance is given to the employee in case of his unaffordable situation.

The application submitted will be considered on case-by-case basis and the organization deserves the right to deny or terminate it at any point of time. If the employee, after getting the grant discontinues the employment contract or applies for non-renewal, in such cases the granted amount may be recovered on discretion.