جامعة الخليج الطبية
GULF MEDICAL UNIVERSITY
ACADEMIC HEALTH CENTER

# GMU-POL-S05-003 - Compensation and Benefits

## Standard 05: Faculty and Professional Staff

| | |
|---|---|
| **Process Owner** | Vice Chancellor Academics |
| **Prepared by** | HR department |
| **Reviewed by** | Vice Chancellor Academics |
| **BOT Approval** | Approved |
| **First Issue Date** | 14/01/2014 |
| **Last Review Date** | 06/02/2026 |

**Modification History**

| Policy / Version Number | Date | Revision Summary |
|---|---|---|
| 1.1 | 01.01.2019 | Format changed with inclusion of document control information |
| 1.2 | 22.10.2022 | The policy owner is changed to be the Vice Chancellor Academic<br>The following is added to 5.2.2:<br>▪ Scholarship on Tuition fee<br>▪ Employee Discounts on Products and Services within Thumbay Group |
| 1.3 | 07.07.2023 | Updating the introduction and section "Governing Principles for Compensation and Benefits" |
| 1.4 | 13.03.2025 | Staff Accommodation / House Rent Allowance Update |
| 1.5 | 06.02.2026 | A new section has been added to formalize compensation arrangements for **Part-Time, Adjunct, Visiting, and Clinical Faculty**, covering both **teaching activities** and **examination-related duties**.<br>**This change in policy was approved under Decision No. 9943** |

| | |
|---|---|
| **Relevant to** | Senior GMU Administrators, Human Resources Department, All the Faculty and Staff. |
| **Used with** | Personnel Policy, Attendance Policy |

**Purpose and Scope**

To establish key principles and objectives related to employee compensation and benefits which:

- Ensures equitable benefit plans and compensation treatment for all employees.
- Meets pay equity, employment standards and other legislative requirements.
- Attracts, retains and motivates employees
- Manages salary and benefit costs utilizing a balanced approach between being competitive and cost-effective.

- Is aligned with the Corporate Strategic Plan.

This policy applies to all employees, regardless of employment status and visa issuance, unless otherwise noted.
This policy applies to contract employment, consultants, boards, and commissions as noted.

**Abbreviations and Definitions**

**UAE:** United Arab Emirates

**GMU:** Gulf Medical University

**HR**: Human Resources

**HRA**: House Rent Allowance

**HRMS:** Human Resources Management System

**SPOC:** Single Point of Contact

**CME**: Continuing Medical Education

**CPD:** Continuing Professional Development

**GLD**: Governance, Leadership and Direction

**Compensation:** for purposes of this policy is any form of monetary remuneration made to an individual for services rendered in the employee/employer relationship. It includes base pay, bonuses, incentives, premiums allowances and other pay differentials.

**Benefits:** for purposes of this policy are considered to be those plans or programs which are not usually reflected in an individual's pay cheque as direct monetary compensation for work performed.

**Position Management:** is the management of jobs and positions within an organization in relation to its workforce and workflow.

**Base Job:** is the primary or main job the employee holds.

**Job Evaluation:** is a process to determine the relative value of jobs within an organization utilizing pre-established criteria as a measurement tool so that jobs can be compared to one another and comply with UAE Labor Laws.

**Policy**

## 1 General Principles, Objectives and Statements

1. GMU shall not discriminate in pay by gender, nationality, color, religion or other.
2. GMU shall annually track any significant gaps in the salary scale between male and female employees, and take actions to reduce/eliminate these gaps.
3. GMU shall pay the wages to all the employees through Wages Protection System (WPS) defined by the Ministry of Human Resources and Emiratisation (MoHRE)
4. GMU seeks external competitiveness in the employment market through compensation and benefit practices that are equitable, transparent, consistent, practical, and in accordance with the legal requirements of the UAE Labour Laws and other applicable statutory requirements.
5. GMU is committed to developing and maintaining salary and benefit practices and procedures that provide an effective means of controlling expenditures in being responsive to the changing conditions while being competitive to attract and maintain qualified candidates.
6. Compensation and benefit plans/packages shall be discussed in detail with the candidate during pre-employment.
7. GMU shall follow appropriate collective agreements, Terms and Conditions of Employment and benefit by-laws when implementing salary and benefits. In the absence of specific language procedures shall be developed that address salary and benefit administration.
8. The Compensation and Benefits Policy is applicable to and incorporates procedures in areas such as but not limited to:

   - Salary Administration
   - Benefit Administration
   - Salary progressions (increments)
   - Allowances such as meal, beverages, uniforms, etc.

- Education Allowance for Employees
- Differential Payment such as overtime and other differentials
- Pay Method Administration (Payroll input, pay methods, deductions, salary overpayment or underpayment, garnishments, salary advances, etc.)

9.Every employee, individual forming an employer/employee relationship with the GMU must be enrolled through GMU's HR/Payroll system in order to receive monetary remuneration and/or benefits. Employees and individuals forming an employer/employee relationship shall not be paid through the Accounts Payable system.

10. Human Resources must be notified of all employee benefit and compensation related matters involving hires, terminations, job transfers and salary changes or adjustments related to job evaluation, other job transfers, salary increments, reclassifications and any other pay changes involving compensation (including non-paid placements, government programs and volunteerism) via the appropriate Human Resources documents. Said matters must be processed and approved by the Human Resources Department prior to implementation and confirmation with the employee/individual.
11.Individuals shall receive compensation and benefits as per statutory requirements and only if stipulated through an employment contract.
12.Individual salaries and benefits are and should remain confidential and fall under the statutory requirements of the UAE Labor Law.
13.Employees that fail to comply with this policy may be subject to disciplinary action up to and including termination.
14.Annually, the HR submits a report highlighting average salary distribution by position title and gender (attached). An action plan is submitted in case a significant difference is identified in the average salaries of the male and the female employees in one or more of the job categories."

## 2 Governing Principles for Compensation and Benefits

GMU uses an organized and systematic method of classifying jobs and administering salaries to ensure that pay levels are competitive and internally equitable. GMU' salary administration program has four major components:
**Job analysis:** This is a systematic process for determining the tasks that constitute a particular job and the skills and knowledge required to perform it. The end result of job analysis is a job description, which is a factual description of the job's essential and nonessential functions and the qualifications necessary to perform the job.
**Job evaluation:** Job evaluation is a systematic process for determining the relative worth of jobs. GMU uses a job evaluation process that uses job-content information and salary data from relevant labor markets to establish a numerical point value for each job.
**Salary structure:** The salary structure is a system of salary structure and ranges. Point values derived from the job evaluation process are associated with particular salary grades. Each salary grade includes a range with a specified minimum amount, a midpoint, and a maximum amount. The salary structure is reviewed and adjusted on a regular basis.
**Job classification:** Job classification is the final result of the three steps described and it is the process of matching each employee to the appropriate job description.

### 2.1 Job Analysis

The end result of a job analysis is a job description. A job description outlines the essential and nonessential duties of the job and the knowledge, skills, abilities, and responsibilities required to perform the job successfully. Job descriptions are developed and maintained in the following manner: For newly created jobs or jobs that have undergone a significant amount of change, the immediate supervisor and incumbent, if applicable, work with GMU' HR SPOC to complete a copy of GMU's standardized Job Analysis Questionnaire. The HR SPOC develops the job description by relying on the questionnaire data. The resulting job description must be reviewed and approved by the supervisor / Chair.
The supervisor / Chair and the employee review job descriptions at the time of the annual performance review. Job duties are revised or updated as necessary. If there are significant changes, the Job Analysis Questionnaire is completed as described above.
All employees are given a copy of their job description by their supervisor on initial appointment, at the time of their annual performance review, and when changes in job responsibilities occur.
The Job Analysis Questionnaire is designed to gather information about the following job factors, which have been determined to be important in setting compensation:
**Know-How:** The requisite knowledge for the job acquired through education, specialized training, or job experience.
**Decision-Making:** The responsibility for applying judgment to make decisions supporting organizational goals and priorities.
**Problem Solving:** The "self-starting" thinking required by the job for analyzing, evaluating,

creating, reasoning, arriving at and drawing conclusions.
**Accountability:** Accountability is the answerability for the action and for the consequences for that action.
**Fiscal Responsibility:** Responsibility for budgeting, operating within budgets, and meeting revenue or profit goals.
**Working Conditions:** The degree to which the position has certain undesirable working conditions

**2.2 Salary Structures**

The salary grades reflect comparative levels of knowledge, skills, abilities, and responsibilities as well as local or worldwide market forces. Each salary grade includes a range with a specified minimum amount, a midpoint, and a maximum amount. The pay scale depends on the academic rank, qualifications, and professional experience and institution is maintaining pay equity in accordance with this salary structure and grade system. Institution do not discriminate in pay by gender, nationality, color, religion or other, and pay the wages to all the employees through Wages Protection System (WPS) defined by the Ministry of Human Resources and Emiratisation (MoHRE). HR department does annual mapping of the salary scale with actuals which ensures pay scale equity at all levels. Fixing of employee salary is in alignment with the government law of the country. UAE labor law mentions that the wage and cost of living index is determined either in general or for a particular area or a particular profession by virtue of a decree. There is no living wage policy stipulated in the UAE Labor Law, however salary must cover basic needs of the employees as specified in the law. Employees with starting salaries placed near the minimum usually reflect employees new to the job or who meet minimum qualifications but might not have desirable qualifications. Employees with starting salaries near the middle of the range usually reflect employees who have mastered the basic intent of the job and are performing the duties of the job at a satisfactory level. Employees with starting salaries placed near the maximum indicate highly experienced employees who perform their job duties at a consistently high-performance level. Employees are expected to move along the salary scale within a grade as part of the merit increase process as a measure of their performance on the job.

**Market Value** - Current value conditions for compensation as established by objective assessments and comparisons for attracting desired talent including competition, supply and demand of skill.

**Compensations**

- Compensation will be established in a manner which is neither discriminatory nor arbitrary. Employees shall be paid a salary commensurate with the duties and responsibilities of the job they occupy. Their wage shall be within the salary range of their job in accordance with the established salary schedule unless otherwise noted. A wage is defined as the acceptable level of income which is adequate or necessary for an employee to meet their basic needs. It allows the employee to afford a basic/decent standard of living through employment without government subsidies, by not falling below the federal poverty line (FPL).

- GMU seeks to ensure that employees are paid in a consistent manner for various expenses, such as uniform allowances, incurred while working. Employees shall be eligible to be reimbursed as outlined in Terms and Conditions of Employment, and/or corporate procedures.

- GMU shall acknowledge competent job performance by periodic and reasonable pay increases, where applicable. Terms and Conditions of Employment and corporate procedures shall establish eligibility criteria, incremental levels, and implementation timeframes and method. The corporate performance appraisal system shall be used as a method to support salary changes related to performance.

- GMU recognizes it is important to foster a work environment in which employees support each other and development opportunities exist as part of sound career and succession planning. Employees will be requested or afforded the opportunity to fulfill the duties and responsibilities of a job other than their base job.

- GMU recognizes that employees may be required to work beyond their regular hours of work. Procedures shall apply a fair and consistent approach in defining and compensating overtime for employees.

- GMU is committed to the fair treatment of its employees whose jobs are affected by change initiatives such as departmental or corporate reorganizations, technological change, process reviews, downsizing, alternative work arrangements, fiscal restraint or any other reason that results in significant alterations to the job content. The philosophy of selecting the best overall candidate for a vacant position and the ability of employees to have equal opportunity to apply

and qualify for such positions shall be maintained. In the event of downsizing, displaced employees will be entitled to a reasonable training period.

**Salary components –** All employees will have the following components in their Pay structure
**Fixed:**
Basic Salary: 40% of Total Monthly Salary
HRA:
(1) 15% of Total Monthly Salary (except Faculty's and Salary<AED 3500).
(2) AED 500 fixed for Total Monthly Salary below AED 3500.
(3) AED 0 (in case of university accommodation/ Dependent visa)
**Variable:** Other Allowances

| Sl. No | Other Allowances | Fixed Amount / Percentage | Eligibility |
|---|---|---|---|
| 1 | Clinical Allowance | = Total Monthly Salary – Basic – HRA – Academic Allowance (if applicable) – Vehicle Allowance (if applicable) – Travel Allowance (if applicable) – Telephone Allowance (if applicable) – Water & Electricity Allowance (if applicable) – Grooming Allowance (if applicable) | Only Medical Licensed Employees |
| 2 | Academic Allowance | = Total Monthly Salary – Basic – HRA – Clinical Allowance (if applicable) – Conveyance Allowance (if applicable) – Travel Allowance (if applicable) – Telephone Allowance (if applicable) – Water & Electricity Allowance (if applicable) – Grooming Allowance (if applicable) | Only Faculty Rank employees |
| 3 | Special Allowance | = Total Monthly Salary – Basic – HRA – Conveyance Allowance (if applicable) – Travel Allowance (if applicable) – Telephone Allowance (if applicable) – Water & Electricity Allowance (if applicable) – Grooming Allowance (if applicable) | All employees except (1) Medical Licensed & (2) Faculty Rank |
| 4 | Vehicle Allowance | 2500 AED (GLD 3)<br>2000 AED (GLD 4 to SL1(SM))<br>1600 AED (SL1 (AM-M)<br>1250 AED (SL2 to SL4) | If applicable |

| | | | |
|---|---|---|---|
| 5 | Travel Allowance (Fuel, Salik) | 500 AED (GLD 3 to 4)<br>250 AED (SL1)<br>150 AED (SL2 to SL4) | If applicable |
| 6 | Telephone Allowance | 500 AED (GLD 3 to 4)<br>250 AED (SL1)<br>150 AED (SL2 to SL4) | If applicable |
| 7 | Water & Electricity Allowance | 100 AED (SL2 to SL4)<br>60 AED (WUS to WS) | If applicable |
| 8 | Grooming Allowance | 100 AED | If applicable |

**Annual: Air Ticket allowance, & Education Allowance**
**Scholarship on Tuition fee**
**Employee Discounts on Products and Services within Thumbay Group**
**End of Service: Gratuity, Pension (UAE Nationals only)**

### 3 Compensation and Benefits

The faculty member is entitled to the remuneration package mentioned in his/her contract. The package includes Basic Salary and allowances (Housing allowance and Special allowance). The University also provides Medical Benefits. End of service Gratuity (according to the UAE labor law) shall be provided to all faculty members as per UAE regulations.

**FOR FACULTY:**

| Sl. No. | Academic Rank | Itemization | | | | | |
|---|---|---|---|---|---|---|---|
| | | Total Salary Range* | Housing Allowance (Monthly) | Ticket Allowance (for Expatriates) | Health Insurance | Workmen Compensation | End of Service Benefit (For Expatriates) |
| 1 | Professor | 20,000 - 45,000 | 2,500 | Economy class air ticket every year for self, spouse & 2 children up to 18 years old | Provided to self, spouse & 2 children up to 18 years old | Provided to self | As per the UAE Labour Law |
| 2 | Associate Professor | 18,000 - 40,000 | 2,500 | Economy class air ticket every year for self, spouse & 2 children up to 18 years old | Provided to self, spouse & 2 children up to 18 years old | Provided to self | |
| 3 | Assistant Professor | 15,000 - 35,000 | 2,500 | Economy class air ticket every year for self, spouse & 2 children up to 18 years old | Provided to self, spouse & 2 children up to 18 years old | Provided to self | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 4 | Lecturer | 9,500 - 19,000 | 1,500 | Air ticket allowance of AED. 1500/- every year for self & spouse | Provided to self | Provided to self | |
| 5 | Teaching Assistants | 5,000 - 15,000 | 1,500 | Air ticket allowance of AED. 1500/- every 2 year for self | Provided to self | Provided to self | |

***Salaries include HRA**

Recruiting and retaining the industry's top performers and providing them with incentives to excel have been critical to GMU's growth and success against competitors in the Gulf region. Accordingly, GMU strives to reward employees at every level based on merit, intellectual excellence, and job performance.

**FOR STAFF:**

| Sl. No. | Position | Itemization | | | | |
|---|---|---|---|---|---|---|
| | | **Salary Range*** | **Housing Allowance (Monthly)** | **Ticket Allowance (for Expatriates)** | **Health Insurance** | **End of Service Benefit (For Expatriates)** |
| 1 | Administrative Head | 30,000 - 50,000 | 5,000 | Economy class air ticket every year for self and spouse | Provided to self and spouse | |
| 2 | Director and Departmental Heads | 24,000 - 35,000 | 3,000 | Economy class air ticket every year for self and Spouse or Allowance up to AED 2000 | Provided to self and spouse | |
| 3 | Manager | 18,000 - 28,000 | 3,900 | Air ticket allowance of AED. 2000/- every year for self & spouse | Provided to self | |
| 4 | Assistant Manager | 11,000 - 20,000 | 2,500 - 3,000 | Air ticket allowance of AED. 2000/- every year for self | Provided to self | As per the UAE Labor Law |
| 5 | Executive/Librarian/Academic Executives | 8,500 - 15,000 | 1,500 - 2,250 | Air ticket allowance of AED. 1500/- every year | Provided to self | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 6 | Admission Officer/PRO/ Asst Librarian | 5000 - 10,500 | 500 - 1000 | Air ticket allowance of AED. 1500/- once two years | Provided to self | |
| 7 | Secretary/Junior officer/Coordinator/ Front Desk Associate | 3,500 - 7,000 | 500 - 1000 | Air ticket allowance of AED. 1500/- once two years | Provided to self | |
| 8 | Office Assistant/Matron/Data Entry Operators | 2,500 - 4,500 | 500 - 1000 | Air ticket allowance of AED. 1500/- once two years | Provided to self | |

***Salaries include HRA**

## FOR PART-TIME, ADJUNCT, VISITING AND CLINICAL FACULTY – TEACHING

| Category | Qualification Level | Mode of Engagement | Compensation Rate |
|---|---|---|---|
| Part-Time / Adjunct / Visiting Faculty | Terminal Degree (PhD / MD or equivalent) | Classroom Teaching | AED 350 per hour |
| | Non-Terminal Degree (Master's or below) | Classroom Teaching | AED 250 per hour |
| Affiliated Training Sites | Payment as per contractual agreement or official invoice | | |
| Full Time/Adjunct Clinical Faculty (incl. CBD) – Thumbay Healthcare Division | With or Without Terminal Degree | Clinical Teaching | AED 200 per day |
| | Nursing / Paramedical Faculty with Master's Degree | Clinical Teaching | AED 5,000 per semester |
| | Nursing / Paramedical Faculty with Bachelor's / Diploma Degree | Clinical Teaching | AED 2,000 per semester |

## FOR PART-TIME, ADJUNCT AND VISITING FACULTY – EXAMINATION

| Category | Compensation Rate |
|---|---|
| High Stake Exit Examination (DOCEE-OSCE, etc.) | AED 2,000 per exam day (minimum 6 hrs) / AED 250 per hour |
| End Rotation Exam / Semester Exam | AED 250 per hour up to a maximum of AED 1,000 |
| Thesis Defence for Master Program – External Examiner | AED 1,000 per student |
| Thesis Defence for PhD Program – External Examiner | AED 1,500 per student |

## FOR VOLUNTEERING :

**See** Annexure A **of** Examination Policy : **GMU-POL-S03-012**

**4.Job Classification**

**New Hires**

The starting salary for a new employee must be no less than the minimum of the salary range for the position. Starting salary is determined by considering market factors, internal equity, and the new employee's qualifications, experience, and responsibility level. Starting salaries must not, as a rule, be over the mid-point of the grade. However, there could be exceptions with special approval of the Chancellor.

- **Compensation for Scholarly Activities and Research Grants**

Faculty members at GMU shall keep themselves informed of the latest trends and innovative

teaching methods in their fields. The University shall provide in-service training and travel funds to assist faculty in attending important professional conferences and encourage faculty to take advantage of CME/CPD activities for their professional development. Provisions for faculty development are contingent upon the financial conditions and constraints of the University.

Funds for faculty travel related to research and scholarly activity shall be made available for attending conferences, symposia, and seminars and to assist and enhance the ability of departments and schools to support travel to professional meetings to present research papers. Eligibility for individual funds may depend on duration of service, fulfillment of probation period, nature of participation in a scientific meeting and scope of the assignments. The applicants must follow standard procedures that shall be made available to all faculty and published in the faculty manual.

- **The Faculty Research Grant**

**Faculty Research Grant shall be made available to all faculty to:**
a) support development of the scholarly activity program at GMU;
b) stimulate external research support, including support in developing pilot projects and preliminary data necessary to prepare competitive proposals;
c) assist faculty conducting exemplary scholarly activity in fields where external funding is currently limited; and
d) to complement scholarly activity programs elsewhere in the university.

## 5.GRADING STRUCTURE

- Grading Structure is essential to workflow as it defines the reporting hierarchy which in turn forms the basis for corporate governance. GMU shall establish a framework for the management of jobs through a HRMS that establishes a relationship between the corporate organizational structure, jobs (inclusive of their creation), positions, wages, and employees with all of their associated characteristics.

- GMU shall develop and maintain a compensation structure for each organization and any other corporate job utilizing terms and conditions of employment.

- Jobs shall be evaluated using a consistent and approved Job Evaluation Program. Gender neutral job evaluation programs and pay equity plans have been established and maintained, where applicable, to measure the value of new and existing jobs. When a new position is created, it will be evaluated by the CHRO/ Chancellor.

- The entire GMU has been divided into 10-Grade levels and the benefits are disbursed accordingly. The benefit plan for every specific grade level would be shared with the concerned employee at the time of employment and any amendments to the same will be conveyed time to time by HR.

- The 10-levels are broadly categorized as below:

| | |
|---|---|
| GLD 3 | Chancellor |
| GLD 4 | Service Leaders |
| SL1A-1 | Professor |
| SL1A-2 | Associate Professor |
| SL1A-3 | Assistant Professor |
| SL1A-4 | Lecturer |
| SL1A-5 | Tutor |
| SL1 | Staff – I (Assistant Managers – Senior Managers) |
| SL2 | Staff – II |
| SL3 | Staff – III |
| SL4 | Staff – IV |
| WS | Worker – Skilled |

| | |
|---|---|
| WUS | Worker – Unskilled |

**6.PENSION**

1. All UAE Nationals shall be entitled to pension as per the UAE Federal Government.
2. Any updates/increments made to the salary shall be considered accordingly in the computation of pension.

**7.MEDICAL CARE**

GMU shall provide all employees with health care insurance as per Health insurance regulations.

1. All eligible employees will be covered under the Medical Insurance Policy Scheme. Also, they will be covered under the University Life & Employee Benefit Policy.
2. Employees can cover their eligible dependents under the same Health Insurance by paying the premium annually.
3. Health Insurance for employee and dependents will be cancelled upon visa cancellation (departure from UAE in both cases or upon request in case of dependents)
4. Other restrictions may apply and plan details are covered by contract between the GMU and the insurance company and may be amended from time to time.

**8.Benefits**

While it is the belief that employees are primarily responsible for their own welfare and the welfare of their dependents the GMU shall, through their benefit packages, endeavor to provide appropriate benefit plans/programs that are designed to assist employees.

Benefit By-Laws negotiated benefit plans/packages and/or corporate procedures shall address employees, criteria and coverage in relationship to job functions. As a result, benefit plans/packages may vary from one collective agreement or benefit plan to another.

Benefits may include (subject to negotiations) but is not limited to:

- Housing Benefits
- Transport Benefits
- Business Support
- Business Travel
- Ticketing
- Visa
- Insurance
- Pay & Perks
- Extended Health
- Paid time Off
- Child Support
- Employee Education Support
- Financial Support
- Food
- Uniform
- Miscellaneous

**9.Records, Forms and Attachments**

The Compensation and Benefits Policy shall be made available to the employees via the Intranet. Employees shall also have access via Human Resources Department.

All documentation related to matters under this policy shall be retained and filed in the Human Resources Department and where appropriate Payroll Department.

Records will be retained in accordance with the record retention requirements of the UAE Labour Laws.

**10. Staff Accommodation / House Rent Allowance**

- GMU shall be committed to provide furnished accommodation to its staff as per the Job Contract

signed between the employee and employer for the initial period of 2 months.

- Employee.Water, Electricity, telephone bills (Utility bills) shall be borne by the
- The furniture and gadgets provided in the accommodation are property of the GMU and the employee shall be responsible for the same.
- The employee is responsible for routine upkeep of the accommodation provided. Any damages during the period of stay will be recovered.
- The employee should adhere to the rules and regulations of Land Development department The apartment should be kept neat and clean
- The employee should not indulge in any kind of illegal activities in the company accommodation.
- Accommodation shall be provided to the employees in lieu of the House Rent Allowance
- If the employee does not want to avail or wish to move out of the accommodation provided by the Group, House Rent Allowance may be paid in lieu of accommodation, if applicable.

**11.Air Ticket / Travel Allowance**

- The employees who are eligible for air tickets as per their employment contract are paid when due.
- Employees are eligible for air ticket only if they are under the employment visa.