Bench Policy

**Policy Details**

- This policy is applicable to an employee who is not been involved/not assigned any project for the preceding two months.
- The bench policy covers a period of four months ONLY.

During the Bench Period the Employee is entitled for the following salaries.

- Month 1 – 100% of the Salary
- Month 2 – 75% of the Salary
- Month 3 – 50% of the Salary
- Month 4 – 50% of the Salary

**Action**

- The employees in bench from 2nd month can opt to get relieved without serving the notice period subject to the Management’s Approval.
- Exception: In the event if any project is identified for the employees in bench, the bench policy will be revoked and will be placed under normal employment.
- If an employee in the fourth month is assigned a project, he/she will be entitled to the normal salary from the date of the assignment.

**Note**

- Ayan Tech reserves the right to alter, change this policy on management’s discretion, which if and when done will be intimated.