

Re-hire Policy

The purpose of this policy is to outline and provide a framework to facilitate the re-hire process that is smooth and fair to both, the ex-employee as well as the organization.

Eligibility and Scope:

1. Only ex-employees who have had a voluntary exit and received a rating that was not below Met Expectations (ME)
2. To be checked and reconfirmed with both, HRBP and last reporting manager on the reasons for exit
3. Candidature to be considered for rehire post 3 months from date of exit

CTC/Grade Changes – Applicability:

- Applicable for all fulltime ex-employees
- In case of re-hire within 3-6 months' time with ME rating, there will be no changes in CTC or grade unless the ex-employee had missed an annual appraisal cycle
- In case of re-hire within 6-9 months' time with ME & above rating, the same can be considered for CTC changes
- In case of re-hire within 9-12 months' time frame or above with ME & above rating, the ex-employee will be eligible for grade & CTC changes

Approval Process:

1. TA team to take written approvals (via mail for official & audit records) from the respective HRBP & last reporting manager, on candidature go-ahead for further round of interviews
2. Full loop interviews to be conducted as per the interview process followed by either an offer or rejection mail

Note - Any exceptions will be addressed on a case-to-case basis and approvals will need to be taken from HR head.

Version	Version date	Effective from	Prepared by	Reviewed by	Approved by
1.0	June 08, 2017	June 01, 2017	HR Department	TA & HRBP	Head HR