

<b>2. Benefits</b>	
<b>2.6. Day Care Facilitation Policy</b>	
Owner	People & Organization
Approved By	CPO, CFO, CEO
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## 2.6. Day Care Facilitation Policy

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### Features

#### 2.6.1. Facilitation Details

2.6.1.1. This policy enables an allowance for working mothers and fathers having children upto the age of six (06) years.

2.6.1.2. You can avail a day care facility of your own choice for your children.

2.6.1.3. Female employees, single fathers and male employees with his spouse suffering from dread disease can claim reimbursement of the paid day care fee with a capping of PKR 18,000/- per month.

2.6.1.4. Male employees, who have a working spouse can claim a reimbursement with a capping of PKR 9,000/- per month.

#### 2.6.2. Nanny allowance:

2.6.2.1. Female employees can avail nanny allowance of PKR 8000 per month if they are not claiming the daycare allowance in line with the aforementioned age bracket.

### Useful Notes

- You will have to bear the cost of the initial registration fee as the allowance only caters to monthly childcare charges.
- You need to submit the original invoice with an expense claim form to People & Organization team by the 15<sup>th</sup> of the month to claim the Day Care Allowance on a monthly basis. The reimbursement should be claimed within forty five (45) days of the invoice date.
- Both daycare and nanny allowance will be processed as part of payroll and applicable taxes will be deducted.
- Male employees who are single (Divorced with children's custody or Widowed with children of eligible age) will get the allowance in full i.e. Rs. 18000/- per month
- Regular school fee is not reimbursable
- Nanny allowance is a per female employee entitlement and not per child.
- To claim the nanny allowance, female employee would send an email to P&O Payroll team in order to enroll.
- Age limit for claiming daycare or nanny allowance is the child's 6<sup>th</sup> birthday.