



ESSENTIALS

Empowering you. So you can empower the world.

Microsoft's industry-leading benefits package is one of the many reasons you'll love working here. Find out what sets us apart.





Life is vibrant.

At Microsoft, you'll take risks, push boundaries, and grow more than you thought possible. And you won't be alone in that journey.

We have something special here; we put our employees at the center of everything we do, and we know that what we offer is essential not only to your work but to your life too. The Essentials are what empower you, so you can empower the world.

The Essentials—a set of programs, events, services, and genuine human connections—comprise all the amazing ways in which Microsoft supports and invests in you with a holistic offering that's inclusive of all the many perks, benefits, career opportunities, and so much more available to you. They focus on four fundamental parts of your Microsoft experience: Community, Flexibility, Growth, and Wellbeing. Read on to learn more about each of them.

Empowering you. So you can empower the world.



ENGAGE

Connecting with your communities and feeling your impact near and far isn't extra, it's essential.

Community

Empowering people is what we do. Fostering personal connections across global teams, local engagement, and global sustainability is just the start of all the good we've got going on.

Employee resource groups

Our employee resource groups provide communities that can help you connect with others at Microsoft and make the most of your experience here. There are also many employee networks based on several different topics, and there are social groups where you can exchange information on common interests and hobbies.

Give

Year after year, Microsoft employees have demonstrated their passion for making a difference. They give and volunteer individually and collectively to address critical issues facing local communities and the world. Giving has become part of our culture, and one way in which we live our mission to empower every person and every organization on the planet to achieve more.

Who+

Being new to a company or transitioning to a new role is a challenging and critical time. You find yourself starting fresh or needing to quickly onboard and establish yourself. Who+ helps you discover interests, connect with the right people, and grow their career at Microsoft.



2021 Candidate Brochure





CREATE

Having the time to make the life you want isn't extra, it's essential.

Flexibility

Your life comes first, and we support you living it to the fullest. Online and off, we give you the freedom you need to optimize that work-life blend.

Annual Vacation

Everybody needs a break in order to recharge and rejuvenate. This benefit offers our employees 20 days of paid time.

Maternity and Parental Leave

We offer maternity for mothers. New mothers receive 6 months and fathers 6 weeks to look after their newborn. We offer 28 weeks of fully paid maternity leave for new moms and 6 weeks of paid paternity leave.

Family Caregiver Leave

We ensure you have time to nurse your loved ones back to health without worrying about work. It provides up to 20 working days per annum to care for anyone in your family in case of a serious illness.

Sick and Mental Health Leave

Mental health is just as important as physical health. You can avail Sick and Mental Health leave for your own illness or the need for a mental health day or To care for a family member who is physically unwell.

Family support programs

Microsoft offers several programs to support your family in whatever stage you're in, including adoption leave; Daycare allowance; new mothers' rooms; and more.

Commuter benefits*

We provide cab & shuttle services to employees based on locations and business requirements.

On-campus amenities

There are several other on-campus amenities, including free beverages; healthy dining options; on-site locker rooms, showers, and towels; and on-site services, including dry cleaning, laundry, personal mailing/shipping, and a gym.

ASCEND

Becoming who you want to be and going where you want to go isn't extra, it's essential.

Growth

You're already amazing. When you add inspiration at every turn, endless educational opportunities, and the chance to tackle worldwide challenges, there's no limit to what you can achieve personally or professionally.

Performance & Development

Changing how we work helps change the company. One of the ways we facilitate change is in our approach to performance and development(P&D). The P&D approach focuses on impact within an environment of continuous learning and growth.

Business & Profession-specific skills

The habit of seeking out knowledge in new ways, from new places, and from others is a hallmark of a true learner. We all have the capacity to be our own guides on our learning journeys. Be curious and explore to find resources related to the skills you need.

Tuition Assistance Program

Microsoft employees can receive financial assistance for business-related tuition up to INR 2,00,000 for graduate-level coursework per calendar year.

Training and development

We offer hundreds of online and in-person technical, management, and professional development classes; an ongoing visiting speaker series covering a broad range of topics by acclaimed speakers; an on-campus TechFest to showcase current research; and more.





BREATHE

Having the support to be well physically, emotionally,
and financially isn't extra, it's essential.

Wellbeing

Seize today, tomorrow, and the next 10 years. Wherever life takes you, we've got you covered. You can count on us to back up your body, mind, and financial future.

Care for your body

Our health care benefits, along with our supportive wellbeing programs help you achieve and maintain your very best health.

Nurture your mind

Mental health is an essential part of your wellbeing. We're both committed to supporting your mental and emotional health as well, both at work and home.

Invest in your future

Wellbeing involves financial security too. Fortunately, we have plenty of resources to help you save for tomorrow and protect your family from the unexpected.

Care for your body

Our health care benefits, along with our generous wellbeing benefits, help you achieve—and maintain—your best health.

On-site health clinic

Located on our campuses, the Wellness Center offers employees access to everything from routine exams, preventive care, and physical therapy to treatment for a cold or other illness and free wellness coaching.

Physical wellbeing programs

To help you be well, we provide many different wellbeing programs, including physical wellness training and workshops; free on-site flu shots, breast cancer and biometric screenings; monthly focus areas, activities, and challenges; and more.

Happify

Happify helps you combines digital therapeutics and care to improve mental health, physical health & well-being. Happify offers activities where you can watch your skills grow as you learn to overcome negative thoughts, reduce stress and worry, and build greater resilience to handle life's challenges.

Perks+

Your Wellbeing is our priority and wellbeing can mean different things to different people. So, we've created the perks+ program to support you in your wellbeing journey regardless of how you choose to maintain your health. Microsoft will reimburse you for personal wellness-related expenses to help you stay well mentally, emotionally, socially and financially.

Telemedicine

Healthcare for you and your loved ones; Getting the right care at the right moment can save you and your loved ones from Medical Complications. Speak to certified doctors and specialists – on audio and video calls, 24/7 to discuss your health issues and the next best steps. Get Prescriptions for common health concerns, when medically necessary and permitted.

Dental & Vision

Microsoft offers a comprehensive Dental & Vision plan that covers the cost up to a specific amount. Options available to Flex up the maximum limit. This covers:

- ✓ Routine consultation
- ✓ Root Canal filling
- ✓ Extraction
- ✓ Reimbursement for glasses or contacts once/year
- ✓ Routine consultation
- ✓ Cost of lenses once/year if prescribed by an Ophthalmologist
- ✓ Cost of medicated/non-medicated eye drops if prescribed

Advanced Medical Opinion

An expert second medical opinion when you are facing an important medical decision.

Advance Medical provides comprehensive virtual care and advisory solution that connects members directly with physicians who are experts in their field. The expert may review medical records, consult with the patient, and the patient's physician to provide an opinion on appropriate course of treatment.

Nurture your mind

Your mental health is everything. So we offer many ways for you to focus on your mental and emotional wellbeing, at work and at home.

Microsoft CARES EAP

The Microsoft CARES Employee Assistance Program (EAP) provides a broad spectrum of services—from professional counseling to help you and your eligible dependents manage life’s challenges to stress-management solutions. Microsoft CARES EAP also offers access to Rethink, an online family-support solution to provide support to families caring for children with learning or behavioral challenges or developmental disabilities.

Emotional wellbeing programs

Be Well is full of resources dedicated to supporting your mental and emotional health. In our weekly seminars, for example, you can join our wellbeing coaches for guidance on a range of topics such as resilience, sleep, and parenting challenges.

Mindfulness

There is also a thriving mindfulness community at Microsoft, with employees from around the globe leading weekly virtual mindfulness sessions.

Rethink – Parent Support and Resources

Rethink, offered through Microsoft CARES, provides support to families caring for children with learning or behavior challenges, or developmental disabilities, at no cost. Families can take advantage of live teleconsultation with master’s and PhD-level behavior experts to answer questions and provide guidance. In addition, Rethink provides parents with a variety of resources, training, and support.



Invest in your future

We offer a variety of programs to help you build a savings and investment portfolio and protect your family from the unexpected.

Employee Stock Purchase Plan (ESPP)

The ESPP makes it easy for you to become a Microsoft shareholder by allowing you to purchase shares of Microsoft stock at a 10 percent discount. You can contribute from 1 to 15 percent of your pay through regular payroll deductions. Offering periods are available quarterly, and at the end of each offering period, your total contributions will be used to purchase shares from the plan.

Knowledge is power

If you're not entirely sure how to go about securing or planning for better financial wellbeing, you can rest easy—we have plenty of guides, seminars, and other resources available that can help. Actionable steps help you put you on a path to a lifetime of financial wellbeing.

Preparing for life's uncertainties

Coverage type	Microsoft provides
Group Term life	3 times your annual base pay coverage for: <ul style="list-style-type: none">✓ Death due to natural causes✓ Death due to accidental causes.
Group Personal Accident Insurance	3 times your annual base pay coverage for: <ul style="list-style-type: none">✓ Accidental Death✓ Permanent Total Disability✓ Permanent Partial Disability✓ Temporary Total Disability (1 % of sum insured)✓ Medical Expenses (10% of sum insured or 40% of the admissible claim or actual, whichever is less)
Critical Illness (Optional)	Critical illness cover (employee only; with clause of 90-day waiting period). The employee must be alive for 30 days from the date of the diagnosis of the critical illness to avail the benefit). Critical illness benefit can be availed once in lifetime and includes a broad list of critical illnesses.

*An additional option to buy insurance (funded by employee) for a spouse and critical insurance cover for employee is available.

What we do here at Microsoft matters.

We want you to be happy here. To find purpose in your work and be proud of who we are together. Not with big promises or short-term trade-offs. But with a company that cares, supports, and invests in you.



“Make Microsoft work for you.”

- Satya Nadella



Community

Empowering people is what we do. Fostering personal connections, local engagement and global sustainability is just the start of all the good we've got going.

- Inclusive teams
- Volunteer opportunities
- Sustainable campuses



Flexibility

Your life comes first, and we want you living it to the fullest. On campus and off, we offer the support you need to optimize that work-life blend.

- Flexible/accessible work environments
- Family care
- Subsidized transport



Growth

You're already amazing. Add inspiration at every turn, endless education, and the opportunity to tackle world-changing challenges and there's no limit to what you can achieve.

- Nonstop learning
- Inspiring events
- Careers worldwide



Wellbeing

Seize today, tomorrow, and the next ten years—we've got you covered. Wherever life takes you, we deliver your holistic, whole life backup for your body, mind, and financial future.

- Physical + mental health
- Compensation + financial wellness
- Discounts + perks



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