

1. ATTENDANCE POLICY

PURPOSE

To prescribe the basic guidelines for adherence to office discipline

POLICY

- ▣ All employees need to report at their designated workplace at 9.15 a.m. on all working days. The working hours would be from 9.15 am to 6.15 pm with a lunch break (12.30pm to 1.00 pm), tea break (2.40 pm to 2.45 pm) and snacks break (6.15 pm onwards)
- ▣ All employees are required to punch their access card daily. This is mandatory before they proceed to their respective workplaces. **Attendance will only be recorded by punch cards.**
- ▣ Employees reporting for duty between 9.30 am and 9.45 am will be considered "Late". Three late marks in a month will be liable for deduction of 1/2 day Casual Leave and 5 late marks in a month will be liable for deduction of 1 day CL. **(In other cases, Necessary action will be taken by Management)**
- ▣ Employees reporting for duty between 9.45 am and 10.00 am will be considered "Super Late". Two marks in a month will be liable for 1/2 day CL deduction and 3 Marks in a month will be liable to one day CL deduction. **(In other cases ,Necessary action will be taken by Management)**
- ▣ In case there is no CL in the account then LOP will be considered.
- ▣ Reporting for duty after 10.15 am will be considered as half day.
- ▣ All employees leaving the workplace before the scheduled closing hours for official work will submit a written approval or approval mail from the respective reporting manager. This has to be submitted to the HR department on the same day before leaving office.
- ▣ It is the sole responsibility of the employee to check on his daily attendance /late coming /approvals etc. In the absence of the written approval or mail, the HR department will treat the employee as "Absent" and effect necessary deductions.
- ▣ Tampering the Attendance procedures will be treated as gross misconduct and the concerned employee will be liable for disciplinary action.

- ❑ HR department will not give excuse for late coming /early going without a written approval from the concerned reporting manager on the same day.
- ❑ Online time sheet is vital part of attendance. It is mandatory for every employee to fill online time sheet on weekly basis. Failing to keep the record of all work activities in Time sheet will not be entertained.

Rules applicable to late attendance at a Glance

Upto 30 minutes	Employee is late
30 minutes - 4 hours	Employee is absent for half a day
More than 4 hours	Employee is absent for full day

2. LEAVE AND APPLICABILITY

- Leave is not a matter of right, except as per Govt. rules.
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- Leave year is from 1st January to 31st December.
- Eligible leave is credited to the employees on the 1st of January every year.
- The different types of leaves given under the policy are:
 - Earned Leave (EL)
 - Casual Leave (CL)
 - Sick Leave (SL)
 - Maternity Leave (ML)
 - Loss Of Pay (LOP)
- The Leave policy is applicable for permanent staff of the company.
- Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rate basis.
- Clubbing of different types of leave is not permissible.

EARNED LEAVE (EL)

ELIGIBILITY

- All permanent staff.
- EL is calculated for the days worked during the previous calendar year.

ENTITLEMENT

- EL will be credited to permanent staff only on completion of one year of service with the company.
- The days served under probation will be taken into account for EL eligibility.
- EL can be availed only on prior approval.
- EL can be availed for minimum 3 days at a time & maximum 3 times per calendar year.
- National / declared / festival / weekly off days can be prefixed and / or suffixed to EL.
- Intervening National / declared / festival / weekly off days will be counted as part of the leave.
- Half day of EL cannot be taken.
- Balanced EL remaining unutilized as on 31st December can be carried forward.
- EL can be accumulated for a maximum of 45 days.
- Accumulated EL over and above 45 days can be en-cashed at the rate of last basic pay drawn or during final settlement in case of resignation / retirement / termination.
- At the time of resignation / retirement / termination the balance EL will be en-cashed at the basic pay rate as on the day of resignation / retirement.
- Any absence of more than the number of EL sanctioned will be treated as leave without pay, unless given valid reasons to the management.

CASUAL LEAVE (CL)

ELIGIBILITY

- All permanent staff.
- Casual leave is calculated for a period of one year (January to December)

ENTITLEMENT

- 04 days of Casual Leave in a calendar year for staff cadre.
- CL upto a maximum of continuous 3 days can be taken.
- If CL extends beyond 3 days, then the excess days taken will be treated under LOP.

- It is upto the Management's discretion to sanction more than 3 days of CL at a stretch.
- National / Festival / Declared / weekly off days can be prefixed and / or suffixed to CL.
- Intervening National / Festival / Declared holidays will **NOT** be counted as part of the leave.
- Half day of CL can be taken as needed.
- Balanced CL remaining unutilized as on 31st December will lapse.
- When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to their respective managers on the same day either through phone / email.

HALF DAY LEAVE

- Half day of CL can be availed as per the respective leave norms.
- The half day leave thus availed should be either the first four hours of the work day or last four hours of the work day.

SICK LEAVE (SL)

Entitlement: 4 days. For all employees

- Beyond 3 days requires a Medical certificate from registered practitioner should submit at the time of resuming duty.
- Cannot be encashed
- Can be accumulated up to 15 days.

MATERNITY LEAVE (ML)

Entitlement: 90 days. For female employees only

- On completion of 240 working days, will be credited to female employee account.
- ML must be taken much in advance and it should be 6 weeks before and after the expected date of delivery.
- Can not be en-cashed & accumulated.

LOSS OF PAY (LOP)

- LOP can be applied by an employee when no other leave is available.
- During the period of LOP, the employee is not entitled for any pay or allowance.
- If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the company on his own accord.

- LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.
- LOP days will not be taken for EL eligibility.