



ATTENDANCE, LEAVE, AND HOLIDAY POLICY (Policy that regulates Employee schedules)

1) Work week and weekly holidays

The workweek runs from **Monday to Friday** for five days. **Saturday** and **Sunday** are weekly holidays/rest days.

Depending on the project requirements company may notify alternative schedules for work weeks or weekly rest days as per project needs.

2) Work Hours:

At **WISFLUX TECH LABS**, we believe in balancing hard work with rest and rejuvenation. That is why our standard workweek runs from **Monday to Friday**, with a start-of-day window from **9:00 AM to 10:30 AM** and an end-of-day window from **6:00 PM to 7:30 PM**.

Examples (Day Start – Day End):

09:00 AM – 06:00 PM	09:30 AM – 06:30 PM	09:45 AM – 06:45 PM
10:00 AM – 07:00 PM	10:15 AM – 07:15 PM	10:30 AM – 07:30 PM

During these hours, a lunch break of 40 minutes and two 10 minutes breaks for tea/coffee/rest is included.

Our standard workweek comprises **40 working hours** (excluding lunch and snack time).

Upon approval by the approving manager, it is allowed to take a break during the day, to be late, or leave early:

- by 2 hours – Once in a month
- by 1 hour – Once in a month
- by 30 minutes – Twice in a month

Any other unapproved breaks, late arrivals or early departures will be counted as unpaid half-days or full leave.

The above schedule is established to provide time to focus on any personal or family pursuits when needed.

NOTE: Whether you work from our office or remotely, these hours apply to all employees, ensuring a consistent and productive work environment.

3) Holidays, Work from home, And Leave Policy:

WISFLUX believes an organization can only expand if its employees are happy and productive. This Policy has been defined to ensure that our team members can take time off for their needs and recreation.

a) Holidays

The policy outlines the days our company acknowledges as holidays.

- **Holiday Calendar**

The Holiday Calendar is released either in December of the preceding year or at the beginning of each year. The calendar is also circulated through email for our employees to plan their year.

The holiday Calendar and Leave Year is from 1st January to 31st December:

Date	Day	Holiday
14/01/25	Tuesday	Makar Sakranti
26/02/25	Wednesday	Mahashivratri
14/03/25	Friday	Holi (Dhulandi)
15/08/25	Friday	Independence Day
27/08/25	Wednesday	Ganesh Chaturthi
02/10/25	Thursday	Gandhi Jayanti/Dussehera
20/10/25	Monday	Diwali
21/10/25	Tuesday	Wisflux Special
22/10/25	Wednesday	Govardhan Puja
23/10/25	Thursday	Bhai Dooj
25/12/25	Thursday	Christmas

b) Work from home (WFH)

At Wisflux Private Limited, we value work-life balance and allow our employees to work from home for up to two days a month for male employees and 3 days a month for female employees.

Note: Approval for working from home is subject to the manager's discretion and the impact on ongoing projects. If an employee's role is critical to a project that requires their presence in the office, working from home will not be approved.

In cases where an employee has requested a leave but can attend to or satisfy the reasons of the leave by working from home on the requested day(s), their manager could direct the employee to work from home instead of approving the leaves to meet the project priorities.

In such cases, the employee cannot directly request to work from home, and the approval is subject to the manager's discretion.

Note: Work from home will not be allowed right before or after leaves of any type i.e. General Leave, Sick Leave, Celebration Leave or Emergency Leave.

Note: Unapproved work from home will be considered unpaid leave.

Guidelines for working from home:

- It is advised not to work sitting or lying in bed, and it is necessary to work from a desk and chair setup.
- Ensure a quiet and undisturbed workspace at home, including a stable internet connection and necessary equipment.
- Be available during regular working hours and adhere to the work schedule.
- Maintain productivity and quality of work following due process and communication, same as working from the office.
- Maintain confidentiality and security of company information and data.
- Keep track of working hours, post breaks on MS Teams/Slack, and report to the manager regularly.

Violation of the policy may result in disciplinary action.

c) Leaves

• General Leaves (GL)

Every team member is entitled to take **twelve (12)** general leaves every year.

General leaves can be taken for a minimum of half a day and a maximum of three days. General leaves of more than a day can be availed if no general leave was taken in the previous month. General Leaves cannot be preceded or succeeded by other leave types i.e. Sick Leave or Emergency Leave. Employees need to request approval from the approving manager in writing via email. Following time restrictions apply for requesting general leaves.

Half-Day Leave → Must be notified in advance at least on the working day right before the leave, but can be informed on the same day before 9:30AM for 3 times in a year.

1 Day Leave → Must be notified at least one (1) working day in advance before the leave, but can be informed on the same day before 9:30AM for 3 times in a year.

2 or 3 Days Leave → Must be notified at least three (3) working days in advance before the leave.

Encashment: Unutilized General Leaves can be encashed at the end of the year 31st December, paid at the rate of 80% of regular Monthly Pay of the salary without the bonuses. For regular long-term interns working for full-day working hours, it can be encashed at the rate of 75% of their stipend. Encashment is only possible in the first year if an employee or intern has been associated with the organization for at least six (6) months, excluding the probation period. Encashment is not available at the end of the employment.

Carry Forward: A maximum of four (4) leaves can be carried forward if available unutilized. Thus, the maximum number of General Leave balance one could have at a time is 16.

Probation Period: There will be no General Leaves during the probation period.

New joining: A new employee will receive the General Leave balance after the probation period on a pro-rata basis for the remaining days in the year (rounded down) from the total twelve available for a full year. For the regular full-time interns, the time period will be considered from the start date of the stipend-based paid internship.

Notice Period: No general leaves are allowed during the notice period.

A leave is considered unpaid leave, and the day's pay is cut from the salary if there are no remaining general leaves.

NOTE: A request for general leave may be subject to denial if it conflicts with the necessary functioning of ongoing projects. The Manager will ultimately determine the approval for the leave request, considering the organization's operational needs.

- **Sick Leave (SL)**

Employees who cannot work due to an illness are eligible for up to **Six (6)** sick leave days per year. A medical certificate or prescription from a recognized healthcare provider (hospital or doctor) is required to utilize sick leave. General leaves cannot be used if a medical certificate is not available. Sick leaves are not carried forward nor encashed. For sick leave to be approved following two documents will be required -

- a. Doctor's prescription properly signed and printed on hospital or clinic's slip or letterhead
- b. A pharmacy bill **or** diagnostics report corresponding to the prescription

Sick leave cannot be followed or preceded by general leaves and shall be considered unpaid leave irrespective of medical certificate availability.

d) Other Leaves

- **Emergency Leave**

At **Wisflux Tech Labs**, we understand that life can present unexpected challenges and emergencies. In such situations, we offer paid leaves case-by-case to support our employees during these trying times.

The number of paid leaves approved will depend on the specific circumstances of each situation, taking into consideration the impact on the employee's work and the needs of the business.

In an unexpected or unfortunate emergency, employees are encouraged to speak with their manager or HR to discuss the situation and request a paid leave of absence. Our goal is to provide support and understanding during these difficult times.

- **Preparatory Leave during internship**

WISFLUX recognizes the importance of continuing education and professional development. In support of this, we offer preparatory leave for interns pursuing an education program.

This leave is designed to provide interns with the necessary time to prepare for and attend their exams, complete coursework, and participate in other academic activities. For those who have midterm exams, a leave of absence for **one (1)** day before the exam date may be requested. A leave of absence **three (3)** days before the exam date may be asked for those with main semester/annual exams.

Preparatory leaves cannot be combined with General Leaves.

- **Celebration Leave**

Employees are entitled to take a **half-day** paid leave on their birthday or wedding anniversary, subject to approval from their supervisor. Remaining half of the day should be working to avail this leave.

NOTE: The approval of this leave may depend on the criticality of current projects and workload.

- **Wedding Leave**

At **Wisflux Tech Labs**, to celebrate this life event with you, we want to support the special occasion of wedding by providing special paid leaves of **three (3)** days for wedding.

- e) Maximum paid leaves during a month**

Maximum number of paid leaves that can be allowed in a month combining General Leaves, Sick Leaves or any other paid leaves will be five (5).

- f) Unplanned or Unapproved Sudden Leaves Near the Weekends/Holidays**

If an employee is absent on a working day immediately preceding or following a holiday, a weekend, or other approved leaves, the leave will be unpaid if not informed and approved as per policy.

For instance, the leave will be unpaid if an employee takes Monday off after a regular weekend if there is no prior request made in due time for General or other applicable leave.

- g) Sandwich Leaves**

If approved general leaves or sick leaves are taken both before and after a weekend or a holiday, then the weekend days or holiday days will be treated as part of the leave days.

If unpaid or unapproved leaves are taken both before and after a weekend, a holiday, or approved leaves, then the weekend days, holiday days, or approved leave days will also be considered unpaid days.

If unpaid or unapproved leave(s) are taken on a working day or days falling between a combination of approved leaves, holidays, or weekends in order to bridge the gap between the two, then half of away days (rounded up) will be counted as unpaid in addition to unapproved leave(s). For example: if Wednesday and Thursday are holidays and an employee remains absent on Friday in an unpaid or unapproved manner, then 3 unpaid days will be counted.

h) Leaves during notice period

During the notice period, no paid general leaves can be availed. Sick Leave can be obtained during the notice period with proper medical certificates. But if due to unpaid leaves or sick leaves, any knowledge transfer or other timelines are affected, notice period may be extended to accommodate proper handover and knowledge transfer.

i) Leave-taking Process

We understand that unexpected circumstances may arise, but it is important to make every effort to follow the established policy and procedures for taking leave.

Here is the procedure for taking leaves:

- 1) Write an email to people@wisflux.com as per applicable prior notification rules of the leave, including the following:
 - **Name and designation** of the person authorized by you, responsible for your tasks, answerable on your behalf, and whom anyone can reach out to in your absence.
 - **Duration of leave**, preferably in the form of from and to dates.
 - **The reason** for the leave.

NOTE: All employees must follow the proper process for taking notified and approved leaves by properly requesting leaves as per rules to ensure that they receive compensation for their time off.

Leave requests are only considered approved upon receiving a confirmation email from your manager or the approving authority.

If you have not received a response and require urgent leave, please send a reminder email to your manager or the approving authority or call them requesting quick approval.