

Attendance, Leaves & Hybrid Work/WFH Policy

Time Keeping and Attendance Policy

Good time keeping reflects a healthy organizational culture. All Employees are expected to be conscientious in this regard. All employees are expected to observe punctuality & tardiness as per the organizational policies with respect to absence from duty for short or long periods on account of sickness, personal work or unforeseen circumstances.

Consistent good timekeeping and attendance is valued at the company and will positively influence the Performance Evaluation Report. Frequent breaks are discouraged and if this adversely affects employee's productivity it will reflect negatively on the employee's performance evaluation as well.

WORKING DAYS:

The normal working days are from **Monday to Friday**. Employees may be asked to work on Saturdays in lieu of any productivity loss, urgent project deadlines/client requirements, holidays due to unforeseen natural calamities, disasters and strikes.

All Saturdays are non-working except in situations where there has been a prolonged holiday and the Company needs to make up for lost productivity or when it's an explicit requirement from the client.

WORKING HOURS

Full-Time Employees may observe different shifts from time to time, based on project and/or employee requirements.

MORNING SHIFT

The ideal time to start work is **10:00 am** and employees are required to work in an 8-hour shift (excluding lunch hour).

- Employees are required to complete monthly hours based on **8 hours** per working day during each month.
- The core hours when employee availability is mandatory shall be between **10:00 AM to 6:00 PM**.
- There shall be no penalty for arriving late or leaving early on any given day, however it is mandatory for an employee to have **90% overlap** time with their respective teams and complete a minimum of **8 working hours** on any given day.
- At least **8 hours** of work is required to complete a full working day and even a minute less will be marked as **short time** on TimeTrax.
- At least **4.5 hours** of work is required to complete a half day
- It is mandatory for employees to attend the team sync up every morning (except when Working from Home)
- If an Employee has **3 occurrences** of short time in a month, **½ leave** would be deducted from his leave quota; first from his casual leave quota, then sick leaves and then annual leaves quota.

- Once the employee's leave quota is exhausted against his short time, short time deductions will be compensated from an employee's salary; for **3 occurrences** of short time, an employee's **half day's salary** will be deducted.

LEAVE POLICY

Leaves are to be applied (on Time Trax) & approved in advance and not to be informed only.

- In emergency cases, an employee is responsible for informing about their leave/absence to their respective Line Manager/Team Lead and HR department.
- Annual, Casual and Sick Leaves will be calculated for the calendar year (January-December).
- There is no policy for leave encashment.

Leave Type	Leave count	Eligibility	Advance Notice	Approval
Casual Leave	7 working days	After Probation	2 Working Days' Prior Notice	Line Manager/Team Lead
Sick Leave	8 working days	After Date of Joining	Same Day or One Day's Prior Notice	Line Manager/Team Lead
Annual Leave	10 working days	After Completion of 1 year (on pro-rate basis starting from the completion of first work anniversary till end of the year)	2 weeks in advance	Line Manager/Team Lead
Maternity	90 calendar days		1 month	Line Manager/Team Lead
Paternity	10 calendar days		1 week	Line Manager/Team Lead
Hajj/Umrah	30 calendar days	After 2 years from date of joining	2 weeks	Line Manager/Team Lead

CASUAL LEAVES

- Casual Leave is meant to cover the absence of an employee either for emergency or personal work.
- An employee is entitled to 7 casual leaves in a year after probation confirmation effective 1st January 2024

- Casual leave will not be granted for more than two (2) consecutive days at any given time. If more than 2 leaves are required due to an unavoidable circumstance, it shall be entertained only on special approval of the Line Manager
- The management may allow adjustment of casual leave towards sick leaves if the employee has utilized all the sick leaves entitled to him. Otherwise, casual leaves cannot be combined with any other type of leaves
- Casual leave will not be carried forward to the following year and will lapse, if not availed during the calendar year
- Casual leaves cannot be encashed nor availed during the employee's notice period
- If an employee serves 4.5 hours at work, it will be treated as a half-day and leave for the remaining half will be deducted from the casual leaves' quota
- If an employee is on casual leave while on WFH, they must apprise the team by updating their status on the Team's official channel

SICK LEAVE

- Sick leave is meant to cover the absence of employees due to illness.
- An employee is entitled to avail 8 sick leaves from his day of joining in a calendar year effective 1st January 2024
- Sick leave can be taken immediately in cases of injury and illness.
- An employee must inform their line manager/ team lead or HR department as early as possible during the day over the phone or email of their intention to take a sick leave
- If an illness persists and is likely to go beyond 3 days, the sick leave must be applied along with a medical certificate issued by an authentic doctor and hospital
- Sick leave will not be carried forward to the following year and will lapse, if not availed during the calendar year.
- Sick leave cannot be encashed or availed by an employee during his notice period
- If an employee is on casual leave while on WFH, they must apprise the team by updating their status on the Team's official channel

ANNUAL LEAVE (EARNED LEAVE)

- Every employee is entitled to 10 working days of Annual (Earned) leaves.
- An employee will be entitled to annual leave after completion of 1 year of confirmed service in the company
- The entitlement of the annual leaves will be worked out from an employee's first-year work anniversary till the end of the calendar year on pro-rate basis after the completion of 1 year of confirmed service
- Hence after, annual Leave quota will be renewed on **1st of January** of the calendar year and will lapse on **31st December** of the calendar year
- If an employee avails his annual leaves once in a calendar year, he wouldn't be able to avail them again before **6 months**.
- The prorated leave calculation is mentioned below:
 $10 \text{ Annual Leaves} / 12 \text{ months} = 0.833 \text{ leaves per month}$
- Annual Leaves do not get carried forward to the next year and get expired after **31st December** each year
- Annual leaves cannot be combined with any other type of leaves and all employees are encouraged to utilize their annual leaves

- The employee must notify his respective Line Manager and HR Department at least **2 weeks** before availing the annual leaves and annual leave request on TimeTrax without prior discussion with the line manager will be rejected right away
- Annual leaves can be availed at any time during an employee's service(after completion of 1 year of service), subject to workload and pre-approval by the Line Manager, however employees are encouraged to plan for their leaves at least 2 months in advance and not wait for the end of the year to avail them as there is a high probability that they may be caught up with projects/other tasks during that time of the year
- The management has the discretion to modify the date of leave due to business commitments
- The management may allow adjustment of annual leaves towards sick leaves if the employee has exhausted all his sick leaves

MATERNITY LEAVES

- Female employees are entitled to 3 months of paid leaves which they can avail pre- or post-delivery.

PATERNITY LEAVES

- Male employees are entitled to 10 working days of paid leaves at the time of birth of their child
- At least 1 month's prior notice must be given by the employee to his line manager so that his team can plan and manage his workload.

PUBLIC HOLIDAYS

- Only Federal Holidays, announced by the Government of Pakistan will be considered Public Holidays in Airvon
- Please note that just because a day is a Public Holiday it does not guarantee that every employee will get off on that day, employees in some departments might have to be designated some tasks and asked to work even on designated holidays.
- A tentative schedule for Public Holidays 2023 is given below:

Holiday	Tentative Date
Kashmir Day	5 th February
Pakistan Day	23 rd March
Easter (For Christian staff only)	April 10
Eid-UI-Fitr*	April 22 nd till April 24 th
Labour Day	1 st May
Eid-ul-Azha*	June 29 th till 1 st July
Ashura*	July 27 th and 28 th
Independence Day	14 th August
Eid Milad un-Nabi (SAW)*	28 th September
Iqbal Day	9 th November
Quaid-e-Azam Day	25 th December
Day After Christmas (For Christian staff only)	26 th December



***Holidays marked with * are subject to sighting of moon**

HYBRID WORK MODEL

The employees at Airvon shall follow a Hybrid Working Model; they will be allowed to Work from Home on any 2 days in a week but must work from office at least 3 days in a week. Moreover, on Demo days it is mandatory for all employees to Work from Office.

This is required to improve cohesiveness and collaboration in teams and avoid delays in communication and work delivery.

At Airvon, employee well-being is our priority, and we are committed to ensuring no compromises on our employees' health. Employees who are sick and have flu/cough or fever or have similar symptoms in their family members should inform their Line Managers and can Work from Home. For any other reasons, a proper discussion with HR along with a formal approval is mandatory for complete Work from Home.

Work From Home during Travel

Employees who intend to travel, either domestically or internationally, and work from other destinations are required to inform their Line Manager & HR in order to seek approval prior to traveling.

WORK FROM HOME Guidelines

Airvon is committed to promoting flexible working arrangement for its employees, giving them the privilege to choose from where and when they want to work.

Depending upon a particular project/business needs employees can follow the WFH schedule set by the company and/or a specific team. It should be noted that the flexibility to do WFH is a company provided benefit and is up to management's discretion/approval.

The following guidelines shall be followed by all employees doing WFH.

Work From Home Best Practices:

- Ensure that you have a quiet working space at home, especially during Client calls
- Ensure that you have a properly working internet connection (Having a fast internet connection will automatically increase your productivity)
- Announce check-in when you are starting for the day
- Announce check-out when you are signing off for the day
- Begin your day at a mutually agreed time with your team members so everyone can begin the day together as a team
- Maintain consistent working hours every day so your team members know when you are available
- Frequent check-ins with your team and line manager
- Mandatory attendance in all sync-ups and team meetings
- Use of reliable tools to communicate such as emails/MS Teams

- Switch on cameras during scheduled team meetings/sync-ups

Responsiveness and Availability

- Availability on MS Teams/ Email/other modes of communication at all times
- Prompt response to emails/messages on MS Teams
- Maximum response time of an employee (on emails or Teams) must not exceed 15 minutes.
- Messages on Teams should be very direct and precise, directly addressing the problem at hand, instead of starting with salutations.
- Inform the team of your whereabouts, for instance if an employee will be away from his laptop for a given period of time, he must intimate everyone through his status on Teams and Leads must apprise team members of their status by updating their status on the company's channels on Teams
- Refrain from scheduling any appointments, commitments and engagements for which you might have to step out of your homes, during WFH unless except absolutely necessary because of an emergency, and in that case too employees must immediately inform their line managers and the HR team that they will be unavailable for a specified time

Protocols for Remote Meetings:

- Only mandatory attendees, whose presence is crucial for the discussion and decision-making are invited for the meeting
- The meeting has a proper agenda and expected outcome
- All attendees must show up on time
- The attendees must use headphones and switch on webcams
- The attendees must mute themselves when they are not speaking during the call
- All attendees must be fully engaged in the meeting
- Avoid off-topic/off-tangent discussions
- Meetings must end on or before time
- The meeting organizer is responsible for taking notes, key decisions and/or action items agreed to in the discussion and share minutes of the meeting with all the attendees

Team Lead's Responsibilities:

- Team Leads are expected to clearly lay out their expectations/deliverables required from their team at the start of the day
- Team Leads are expected to engage the team regularly throughout the day
- Immediate response to any queries asked or issues escalated by the team
- Continuous monitoring of the team's deliverables for the day

Employee's Responsibilities:

- Promptly acknowledge new tasks/work assigned by the line manager/supervisor
- Share updates (tasks, assignments, project-related items, etc.), make sure there is visibility of task completion (JIRA, MS Teams, SharePoint, etc.) of the status of your work
- Reach out to Manager or Technical Mentor ASAP in case you need help with a task or assignment
- Complete all deliverables of a given day assigned by the supervisor/line manager (Completion of work to be confirmed by Delivery Manager/Team Lead).