

Attendance and Leave Policy: AARE AI Engineer Program

This document serves as the official **Attendance and Leave Policy** for the **AI Engineer Internship & Bootcamp**. At Aetheria AI Research & Engineering (**AARE**), we operate a high-velocity engineering environment where consistency is a prerequisite for technical success.

1. Attendance Requirements

The program requires a rigorous time commitment to ensure interns keep pace with the cumulative curriculum.

1.1 Minimum Thresholds

- **Mandatory Attendance:** Interns must maintain a minimum of **90%** attendance across all scheduled program hours.
- **Core Sync Hours:** Attendance is strictly mandatory for the **Daily Stand-up (09:00 AM IST)** and all **Live Technical Sessions**.
- **Tracking Mechanism:** Attendance is logged automatically via Zoom/Google Meet logs, Discord activity timestamps, and the AARE LMS (Learning Management System) login data.

1.2 Punctuality Standards

- **Tardiness:** Arriving more than 5 minutes late to a live session or stand-up is marked as "Tardy."
- **Conversion:** Three "Tardy" marks are equivalent to one "Unexcused Absence."

2. Absence Reporting Process

Communication is the primary responsibility of the intern in the event of an absence.

2.1 Planned Absences

- **Notice Period:** Request for planned leave (e.g., personal commitments) must be submitted via the HR Portal at least **7 calendar days** in advance.
- **Approval:** Approval is subject to the intern being "In-Track" (performing above the 75% threshold) and having no pending project milestones.

2.2 Unplanned Absences

- **Reporting Window:** In the event of an emergency, the intern must notify their Lead Mentor and the HR Operations alias via email or the #attendance-ops Discord channel by **08:30 AM IST**.
 - **Documentation:** Unplanned absences exceeding one day require supporting documentation (e.g., a medical certificate).
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3. Leave Categories

3.1 Personal Leave

- **Entitlement:** Interns are allotted **1 day of personal leave per month**.
- **Accrual:** Unused leave carries over to the following month within the 6-month program duration.

3.2 Medical and Emergency Leave

- **Scope:** Covers sudden illness, bereavement, or critical family emergencies.
 - **Extended Medical Leave:** If an illness requires more than 5 consecutive days of absence, the intern's program status will be reviewed for potential deferral to a subsequent cohort.
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4. Handling Edge Cases

We acknowledge that technical and external factors can occasionally disrupt participation.

4.1 Internet and Power Failure (Remote Interns)

- **Immediate Protocol:** Interns must have a secondary internet source (e.g., mobile hotspot).
- **Reporting:** If a total failure occurs, the intern must notify the team via the AARE mobile SMS gateway within 30 minutes.
- **Recovery:** Interns are expected to watch the session recordings and submit a technical summary within 24 hours to avoid an "Unexcused Absence" mark.

4.2 Academic Commitments (Final Year Students)

- **Exam Leave:** AARE provides up to **5 days of academic leave** for university examinations.
 - **Verification:** A formal exam schedule from the university must be submitted to HR Operations at least 14 days prior to the start of the exams.
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5. Consequences of Low Attendance

Failure to meet the attendance standards reflects a lack of professional reliability and triggers the following disciplinary ladder:

Attendance Level	Status	Consequence
85% – 89%	Warning Tier	Formal Verbal Warning; 1:1 meeting with HR Manager.
80% – 84%	Probation Tier	Formal Written Warning; 5% deduction from the monthly performance score.
Below 80%	Critical Tier	Immediate Program Termination and revocation of stipend.

6. Stipend Impact

- **Unexcused Absences:** Every unexcused absence results in a pro-rata deduction from the monthly base stipend.
- **Incentive:** Interns with **100% attendance** at the end of the 6-month program are eligible for the **AARE Reliability Bonus**.