

FAQ – Work from office

1. What is the number of days to be met to adhere to WFO?

An employee is expected to WFO for a minimum of 3 days a week.

2. I want to take an WFH exception for 1 week. What is the impact?

Employees are expected to take approval from immediate manager, EL & DL and take final approval from HR on an email thread.

3. If an employee avails permission/approval and took 1 week exception, then how many days of LOP is calculated?

If the employee has taken necessary level of approvals, 1.5 days of LOP will be deducted (only for July'23).

4. If no prior approval is taken and there is a non-adherence, for 3 days in that week, what would be the deduction?

If the 3 days a week requirement is not met there will be a deduction of 3 days (actual shortfall of days) for that week.

5. If there has been complete non-adherence in a specific month i.e., if the employee has not shown up even for 1 day, what would be the deduction?

If employee has not complied there will be an LOP of 12 days.

6. I have already taken a prior approval for future dates, what would happen to that exception?

All approval stands cancelled effective 24th June 2023.

7. What if I have a genuine reason {accident (self/family member), operation (self/family member), demise in the family}?

If the employee has taken necessary level of approvals, 1.5 days of LOP will be deducted (only for July'23).

8. Can I take prior approval for a specific period (e.g.: 3/6months)?

Approval is valid only for a period of 1 month (only till Jul'23), any extensions will not be considered.

9. Does this policy apply to interns?

It does not apply as they need to work from office on all business days(5 days / week).

10. Until when I could share for exception approval.

The last date for taking approvals is 30th Jun 2023.

11. How do I seek exception approval?

Employees are expected to take approval from immediate manager, EL &DL and take final approval from HR on an email thread (only for Jul'23).

12. If I am on my family way and my doctor advised not to travel. Can I avail WFH option?

Yes, you can avail the WFH option with necessary approval with non-adherence policy.

13. My overall experience is between 0-3 yrs, and I do not comply to 5 days/week, what is the impact?

If the 5 days a week requirement is not met by employees with overall experience between 0-3 yrs, there will be LOP for the non-adherence days (actual shortfall of days) for that week.