**Late Coming Policy**

At [Company Name], we believe in maintaining a culture of discipline and respect for both work and co-workers. Punctuality plays a crucial role in this. This Late Coming Policy outlines the company's stance on tardiness and the subsequent measures to ensure that work integrity is upheld.

**‍Office Timings**

* Regular office hours are from 9:30 a.m. to 6:30 p.m., Monday to Saturday.
* Lunch break is from 1:30 p.m. to 2:00 p.m.

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**Tardiness Protocol**

‍General Punctuality: All employees are expected to be at their desks and ready to work by the start time of 9:30 a.m.

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Grace Period: A grace period of [Specify Duration, e.g., 15 minutes] may be provided for occasional delays. However, repeated late coming will not be tolerated.

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Half-day Mark: Those arriving between 10:30 a.m. and 11:30 a.m. will be considered as on half-day leave.

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Full-day Absence: Arrivals post 11:30 a.m., without prior approval from a supervisor, will be marked as a full day's leave.

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**Penalties for Tardiness**

Leave Deduction:

* Two instances of late arrival will result in one day of casual leave being deducted.
* For the 4th and 5th tardy arrival in a month, a quarter-day leave will be deducted for each.
* From the 6th instance of tardiness in a month, a half-day leave will be deducted for each late arrival.

Salary Deduction:

* Beyond two days of tardiness-induced leave in a month, additional leaves will be treated as unpaid leaves.
* If an employee has exhausted all leave balances and accrues more late arrivals, these will be marked as unpaid leaves and the monthly salary will be adjusted pro-rata.

Year-end Reconciliation:

* At the end of each calendar year, an account reconciliation will occur. If an employee has unused earned leaves that can offset the leaves deducted due to tardiness, a reimbursement equivalent to the salary deducted for those days will be made.
* This reimbursement will be processed with January's salary of the new calendar year.

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**Record Keeping**

Supervisors or designated personnel will maintain records of employee attendance, including instances of late coming.

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**Communication**

This policy will be communicated to all employees during the onboarding process and reiterated regularly through internal communication channels.

**Review and Update**

This policy will be reviewed periodically and updated as needed to ensure its effectiveness and alignment with the company's goals.