

# **Work Shift Management Policy**

## **1. Purpose**

At **Antier Solutions**, we recognize that flexible work arrangements and structured shifts are essential to meet diverse business needs, support employee well-being, and ensure smooth operational functioning across teams and projects. This policy provides a transparent and standardized framework for managing work shift schedules, requesting shift changes, and ensuring compliance with attendance and productivity expectations.

## **2. Scope**

This policy applies to:

* All full-time and part-time employees
* Employees working from the office or remotely
* Employees across all departments, teams, and locations
* Project-specific, business-critical, and support functions

## **3. Standard Work Shifts**

All employees are assigned one of the following **official work shifts** based on business requirements and responsibilities

| **SHIFT OPTIONS** | **TIMINGS** |
| --- | --- |
| Shift A | 9:30 AM to 6:30 PM |
| Shift B | 10:00 AM to 7:00 PM |
| Shift C | 10:30 AM to 7:30 PM |
| Shift D | 11:00 AM to 8:00 PM |

Employees can view their **assigned shift** on the **HRIS system**. These shifts are pre-approved and defined at the time of joining or during internal movement.

## **4. Requesting a Shift Change**

Employees who wish to **change their current work shift**, whether due to:

* **Personal needs** (e.g., health, family commitments)
* **Business requirements** (e.g., project alignment, client interaction)
* **Temporary adjustments** (e.g., training, mentorship, collaboration needs)

must **formally request a shift change** following the approval workflow outlined below.

### **Shift Change Request Process:**

1. **Email your request to:** **hroperations@antiersolutions.com**
2. **Keep the following in CC:**
   * Your **Team Lead (TL)**
   * **Project Manager (PM)**
   * **Delivery Head**
   * **Technical/Department Head**
   * **TPM (Technical Project Manager)**
3. **Subject Line Format:** *Shift Change Request – [Your Name with employee code] – From [Current Shift] to [Requested Shift]*
4. **The body of the Email Should Include:**
   * Reason for the shift change
   * Desired start date for the new shift
   * Any impact on deliverables or collaboration
   * Temporary or permanent nature of the change

## **5. Approval Hierarchy**

The **shift change will be approved** only if:

* All stakeholders in the approval chain review and **explicitly approve via email**,  
   **OR**
* The **highest authority among the CCed parties** gives final approval after necessary internal alignment.

No shift change will be considered **valid or enforceable** unless a formal email approval chain is recorded and acknowledged by HR Operations.

## **6. Non-Standard Shift Requests**

If an employee wishes to work on a **non-standard shift**—i.e., any shift **outside the four official shifts**—the same formal process must be followed. Such requests are subject to:

* Managerial and HR evaluation
* Client and team collaboration feasibility
* Operational impact
* IT/Infrastructure considerations (especially for night/evening shifts)

**Non-standard shift timings will only be approved under exceptional or project-specific circumstances.**

## **7. Compliance with Attendance Policy**

Once your new shift is approved and recorded in HRIS:

* You must **adhere strictly to your assigned shift’s login and logout times**.
* Attendance will be tracked based on **biometric punch-ins (if in office)** and **HRMS system login/logout records (if remote)**.
* **Any deviation** from the approved schedule will be subject to attendance deductions or disciplinary action as per the **Attendance Policy**.

📌 *Please refer to the official [Attendance Policy and Work from home policy if you work from home during your shift] for complete compliance guidelines, late arrival handling, and leave applications.*

## **8. Important Notes**

* **Verbal or informal approvals will not be accepted.** Only documented email communication is valid.
* Temporary shift changes for short-term needs (1–2 days) **must still be emailed** and recorded.
* HR reserves the right to **reject or revert** shift requests if business operations are affected or team coordination is compromised.
* Managers must review the operational impact before approving any shift changes.
* Shift change approvals will be documented in the employee's HRIS profile for transparency.

## **9. Breach of Policy**

Failure to follow the process or repeated violations (e.g., late reporting, irregular hours) may result in:

* Attendance deductions
* Escalation to department heads
* Formal warnings
* Impact on performance reviews

## **10. Commitment to Flexibility**

Antier Solutions is committed to supporting a **flexible yet disciplined work environment**. We encourage employees and managers to work collaboratively to create schedules that meet both personal needs and business expectations through a transparent, documented, and respectful process.