

		Doc. No.:
	HR Policies	Rev. No.: 00
	Working Hours, Attendance, Leaves, Gate Pass Policy	Issue Date: Dec 2024
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Objective:

To establish an internal procedure for the preparation of attendance records, have control over absenteeism of employees, facilitate payment of salary and to enable employees to take leaves to maintain a healthy work life balance.

Scope:

This policy is applicable to all staff employees.

Intent of Attendance & Leaves Policy:

The aim of the policy is to define the working hours and attendance guidelines so as to maintain office discipline and a healthy working environment and also encourage employees to take planned time off so as to have a healthy work life balance.

- A guideline to calculate employee's attendance and accurate salary preparation
- Compliance to statutory guidelines
- Define office timing as per business requirements
- The Leave Accounting Period (LAP) is based on the Calendar year (January – December)
- Eligible leaves will be credited to the employees account at the start of each calendar year or at the time of joining on a pro rata basis

Office Timings

The staff office timings are shift based as promulgated by the Departmental Head. This includes a **60 minute** break. The office hours are governed by business requirements and an employee may be required to work for extended hours or in a different shift.

Late Coming

- Office timings are sacrosanct and need to be observed by all in letter and spirit. Employees are expected to report on or before the stipulated office timing. The company is liable to deduct half a day's leave from the available leave quota of the employee and on exhaustion of the leave quota deduct half (1/2) day's gross salary should an employee report later than shift timing.
- If an employee has undertaken an overnight journey and arrives at the base location in the early morning hours, the employee can join work in the second half of the working day with proper information to the Reporting Manager, Head of Department and Human Resources Department. The employee is required to seek approval from the supervisor on the email/Channel and submit it to the Human Resources Department.
- Disciplinary Action would be taken against habitual late comers, and they would be issued a warning letter by the Human Resources Department

Attendance

- All employees are required to adhere to the attendance system following ONLY the biometric system as provided by the organization.
- All Employees irrespective of designations must record their attendance diligently and regularly. An employee who fails to record his/her attendance shall not be eligible for that working day's salary. However, for such cases, an employee needs to submit a written explanation to the Reporting Manager within 2 working days, a written approval will be required to be sent to the Human Resources Department by the Reporting Manager for payment of eligible amount in the current/following month's salary.
- Employees on local travel for business purposes are mandated to inform the Reporting Manager, and it is the duty of Reporting Manager to inform Human Resources Department on the same day
- Employees on outstation travel for business purposes are mandated to inform the Human Resource Department within 2 working days of their return to their base location and have their travel approved by concerned authorities. Noncompliance with this would be regarded as "planned leave" and deductions will be made from the eligible quota of General Leaves. Should an employee have exhausted the quantum of leaves the employee's absence would be treated as Leave Without Pay.
- Human Resource Department will compile and update all attendance records through the ERP and post validation, share the same with Accounts Department for timely payroll processing every month.

Eligibility criteria

- The leave policy stipulates that employees under probation are only eligible for casual leave, sick leave, and birthday leave.
- Once an employee successfully completes their probation period and becomes a confirmed employee, they become eligible to avail all the benefits offered by the company.

Public Holidays and Leaves Qubify allows for the below mentioned Public Holidays and Leaves in each Leave Accounting Period:

Leaves	Quantum (in days)	Eligibility	Remarks
Public Holidays	10	All employees	As defined by HR Department
General/Privileged Leaves	18	All employees	(One General leave after 20 working days excluding week offs) 5 days after 3 months on completion of 60 days working in that period
Casual & Sick Leaves	05+05	For Employees	Cannot be clubbed with PL
Paternity Leaves	7 days	Male employees	Only for two Children
Maternity Leaves	182 days	Female Employees	As per statutory guidelines and Management decision
Bereavement leaves	3 days	All employees	As defined by HR Department
Birthday Leave	1 day	All employees	As defined by HR Department

A. Public Holiday

- Public Holidays are declared by the company to celebrate national festivals, different religious festivals and local celebrations and align with the Government's Annual Holiday list. This can be given maximum to 10 (ten) in a year. There will be Three national holidays; Republic Day, Independence Day and Gandhi Jayanti
- Apart from National Holidays other holidays can be changed during course of year due to some business exigencies or it may differ from state to state as per their main festivals or Public Holidays

B. General Leave

- Employee is eligible for 1 day' of leave after every Twenty (20) working days or maximum 1.5 days per month
- General Leave can be availed by an employee on a pro rata basis.
- It is mandatory for employees to get approval for all leaves and absence from work from the supervisor/Head of Department concerned. The failure to submit the duly approved leave details with the Human Resources Department will
- result in deduction of leaves from the available balance of leaves. If the leave balance is exhausted by the employee, it will be treated as leave without pay
- For an employee wishing to avail leaves of 3 days or more in continuation, it is mandatory to obtain the approval 15 days in advance from the reporting manager and Head of Department. The duly approved leave application form needs to be submitted with the Human Resources Department
- With the exception to exigencies, for an employee wishing to avail leaves of 2 days or less in continuation, it is mandatory to obtain the approval 2 days in advance from the reporting manager and Head of Department. The same has to be applied to the HR Department.
- An employee can accumulate a maximum of 30 days leave in three years, at the end of every calendar year only ten days leave will be carried forward and unutilized leaves shall automatically lapse.
- Employees can avail encashment of their accumulated leaves at the time of separation from the organization. Only a maximum of Thirty days (30) leaves can be encashed. Encashment of leave is taxable in the hands of the employee.
- If immediate supervisor and/or sanctioning authority does not approve an employee's leave and despite of that employee goes on leave, it will be considered as breach of code of conduct and required disciplinary action may be taken by the Management
- In case sufficient leaves are not available in employee's Leave account, Management may give special approval for advanced Leaves, or it can be considered as Leave without pay

C. Casual Leaves (CL)

- When an employee takes leave to attend to any personal work or exigencies, these leaves will be covered under Casual Leaves
- Employee can avail **three days** casual leaves to meet any personal or urgent work
- CL can be prefixed or suffixed with holidays/weekly off days/other leaves but limited to a maximum of two (2) working days
- The CL is credited on a pro rata basis at the end of every month from the date of joining as a permanent employee and in case of separation until the last working day
- It is compulsory to inform the Reporting Manager in advance about taking Casual Leaves.
- Once employee returns from the leave, it is necessary to submit duly filled and approved leave form to the HR department
- Balance leaves after December 31st will lapse automatically and CL will not be encashed in any circumstances or situation
- Intervening holidays/weekly off will not be taken into account for Casual Leave. Example if an employee has applied for Casual Leave from 1st July (Saturday) to 3rd July (Monday) then the number of leaves will be calculated as only two days

D. Sick Leave (SL)

- Sick Leave is mainly to meet the exigencies due to sickness or prolonged illness of an employee • Employee can avail three days of sick leave to meet any medical need which may arise due to personal sickness or illness
- In case Sick leave has extended for more than three (3) days, medical certificate needs to be submitted to the HR Department
- Sick Leaves are credited on a pro rata basis at the end of every month from the date of joining as an employee and in the case of separation until the last working day.
- In any case or circumstance Sick Leaves (SL) cannot be converted into General Leaves or any other leaves or be encashed.
- Weekly off/holidays falling during the SL shall be counted as leave days

E. Paternity Leave

Married male employees are eligible for 7 days of paid paternity leave for the birth of a child subject to a maximum of 2 children.

F. Maternity Leave

Married female employees are eligible for maternity leave for the birth of a child subject to a maximum of 2 children. All guidelines will be followed by as per the Maternity Leaves Act

G. Bereavement leaves

It refers to the time off granted to employees following the death of a close family member or loved one. This leave allows employees to grieve, make funeral arrangements, and handle related responsibilities.

H. Birthday Leaves

Employees are permitted to avail themselves of their birthday leave on any day within their birthday month.

		New Policy	Human Resource Department	Chitranshu Sharma Managing Director
Date	Dec/2024	Brief Description of the Changes	Prepared by	Approved By