# Timings and Punctuality

At Useready, we believe in fostering a balanced work-life relationship. Therefore, all employees are expected to adhere to the following guidelines to maintain productivity and harmony within the team:

Working Hours: Standard work hours are from 9:00 AM to 6:00 PM, Monday through Friday.

Grace Period: A grace period of 15 minutes (until 9:15 AM) is allowed for employees arriving late due to unforeseen circumstances. However, repeated tardiness (more than 3 times in a month) will require a meeting with the HR team to discuss punctuality improvements.

Overtime: Any work completed beyond 6:00 PM will be considered overtime. Overtime requests should be logged and approved by your direct supervisor. Please note, only employees eligible for overtime as per their contract will receive compensation for extra hours worked.

Compensatory Off: Employees who work on weekends or public holidays will be eligible for compensatory off. The compensatory day should be used within a month of the overtime and needs to be pre-approved by your manager.

# Hybrid Work Model

Useready encourages flexibility through our hybrid work model. We expect all employees to follow the guidelines below to ensure productivity and effective communication:

In-Office Days: Employees are required to work from the office at least 3 days a week. This includes all team meetings, client discussions, and any tasks requiring in-person collaboration.

Remote Work Days: Employees may work remotely for up to 2 days per week, provided they have approval from their manager. Ensure that you are available online during standard work hours and attend all scheduled virtual meetings.

Scheduling Flexibility: If you need to adjust your working hours due to personal reasons, please notify your manager in advance. As long as core working hours (11:00 AM - 4:00 PM) are met, we support flexible start/end times.

Attendance Reporting: Employees are required to update their attendance on the internal system daily. For remote work, ensure that your status is visible on the work collaboration tool (e.g., Slack or Microsoft Teams).

# Sick and Casual Leaves

Useready provides generous sick and casual leave policies to ensure the well-being of all employees:

Application Process: Sick leaves should be applied as soon as possible, preferably before the start of the workday. Casual leaves should be applied at least 2 days in advance.

Paid Time Off Limits: Employees are entitled to 12 days of sick leave and 10 days of casual leave per year. Unused casual leaves may be carried forward to the next year, but unused sick leaves will not be carried forward.

Documentation: For sick leaves extending beyond 3 consecutive days, a medical certificate is required. This certificate should be uploaded to the HR portal at the time of application.