Attendance Policy

ID: YASH-HRO-001-P001

1.0 PURPOSE

Every employee of the company has an imperative role in ensuring the smooth & efficient flow of daily business activities so that the company achieves its business objectives, high level of customer delight and committed deliverables.

Employees are therefore expected to be regular and punctual in attendance as it is essential for the Company's efficient operation and is a necessary condition of employment.

This Policy defines the guidelines & procedures for effective attendance management for employees of the Company (YASH Technologies Pvt Ltd) to ensure better work place practices.

2.0 SCOPE

The policy applies to all permanent employees who are on rolls of YASH Technologies Pvt Ltd (YASH). Employees who are working at client site should adhere to client's attendance policy.

3.0 OWNERSHIP / IMPLEMENTATION

The ownership & implementation of this policy lies with Human Resources (HR) Department. It will be effective from January 01, 2024, and will continue to be in force unless superseded by a revised policy. The HR Department reserves the right to amend, abrogate & reinstate the entire policy or any part of it at any time as & when it deems fit.

4.0 STANDARD WORK SCHEDULE

YASH observes a standard work schedule which is a combination of Standard working days in a week, working shifts and weekly hours.

Certain employees may be assigned to different work schedules and/or shifts from the standard one in accordance with the needs of Business, Client's project (s)/assignment (s), nature of work, committed deliverables etc. which would be communicated to them by their Immediate Reporting Manager (IRM) in consent with Business Unit Head (BUH).

4.1 STANDARD WORKING DAYS: Working days in a week are generally from Monday to Friday.

4.2 STANDARD WEEKLY OFF: Saturday & Sunday

4.3 STANDARD WORKING HOURS: Total 45 weekly hours

4.4 STANDARD WORKING SHIFTS: YASH offices are normally open 24/7. However; Company observes the following standard shifts on a work day.

Shift Name	General Shift	UK & EU Shift	US Shift
Shift Time (IST)	9:30 -18:30 Hours	15:00 - 00:00 Hours	18:30 - 3:30 Hours

4.5 STANDARD WORK SCHEDULE:

Total Weekly Working Hours	45 hours (including break of maximum 1 hour per day)
Working Days per week	5 (Monday to Friday)
Number of Weekly Off	2 (Saturday & Sunday)
Minimum working required per day	5 hours
Shift	9:30 -18:30 Hours (Anyone from the standard shifts)

Total Weekly Working Hours	45 hours (including break of maximum 1 hour per day)
Working Days per week	5 (Sunday to Thursday)
Number of Weekly Off	2 (Friday & Saturday)
Minimum working required per day	5 hours
Shift	9:30 -18:30 Hours (Anyone from the standard shifts)

Calculation of Work Hours: Total hours are counted from First punch (access card swipe) in office to last punch out and Net hours are calculated based on only in time at office excluding the time spent out of office.

Flexi-Time: YASH allows flexible work model. Work schedule can be made flexible for employees based on their work and manager's consent. The flexi-time working schedule would be allowed as long as an employee demonstrates sense of responsibility and dedication in completing a minimum of Net 40 working hours in a week excluding break periods and total 45 hours for a five-day work schedule (including break periods).

If an employee is completing 5 hours for a day due to some emergency/need at personal front, may do so with consent of manager such that business deliverables can be planned accordingly.

Employees may be required to work extended business hours to meet the demands of business exigencies/committed deliverables depending on their Business Unit/team's schedule, role an employee is playing, nature of work etc.

5.0 YASH IDENTIFY & ACCESS CARD

5.1 Access Card (AC) is property of YASH and it should be kept safe and used properly by the employees. Access Card (AC) along with identity (ID) card is provided to the employees as a proximity card which is used to enter YASH office and to capture the attendance data. ID card should be displayed by the employee always during the office hours.

5.2 Employees should Swipe their AC at the attendance sensors mounted adjacent to all entry and exit points on all occasions of entry & exit; starting at the beginning of the day till last exit by the end of the day. Also, ensure an Out-swipe for each In-swipe i.e. for a complete attendance cycle as well as for correct calculation of working hours.

5.3 Any such instance where HR finds out that employee is not swiping In/Out as directed or is resorting to tail-gating (making entry and exit in groups without punching access card), proxy swiping (hand over access card to another employee/person to swipe on their behalf) or any other act which violates any of the guidelines & process related to attendance shall account for misconduct subject to disciplinary action including and up to termination of employment as per Disciplinary Action policy.

5.4 An employee must inform Facilities on loss/misplacement of AC immediately through an email. This is very crucial from security perspective & any negligence may account for disciplinary action.

5.5 AC & ID card should be used only by the employee to whom it has been issued & should be surrendered to the appropriate authorities at front office on cessation of employment.

5.6 New joiners are issued a permanent access card (AC) which has a unique number to identify the employee as it is mapped to respective employee ID within 2 working days of their joining.

5.7 Permanent Identity (ID) card will be issued within 15 working days. However, a temporary ID card will be issued till the time permanent is allocated on the date of joining.

5.8 Employees reporting for joining at any location of YASH other than their base location as being advised by Talent Acquisition Team will be issued a Temporary AC for the required duration. Employees should submit the same while moving to their base location.

5.9 In case of Deputation: Employees who are deputed to other locations of YASH; will be issued a new AC on temporary basis for the deputation duration. ID card shall remain the same. Employees should submit this AC issued at deputed location while moving back to their base location.

5.10 In case of Location Transfer: Employees who are transferred from one YASH location to another will be issued a new AC at the new location. ID card shall remain the same. Employee should submit the old AC while moving to their new base location.

5.11 In case an employee forgets to bring permanent AC, they should get a Temporary Card (TC) issued for that day. Employees are required to return the TC at the end of the same day. TC cannot be issued more than twice in a month & in case earlier issued TC is not returned. In case TC is not returned by employee by the same day but not later than 2 working days it shall be treated as loss of card subject to necessary deduction from employee forthcoming payroll automatically.

5.12 On loss of the AC or ID card, an employee has to bear the total cost of Rs. 250/- i.e. an amount of Rs.150 for the AC and Rs.100 for the ID card.

6.0 ATTENDANCE REGULARIZATION

As a responsible and conscientious employee of YASH, individuals are expected to come punctually to the office every work day and follow the process & guidelines related to attendance to avoid any discrepancies in the attendance management as this directly links to employee leave balance & payroll processing.

The provision to view and regularize attendance on HRIS (Infogram), is provided for employees to correct/ update their attendance such that the attendance is in accordance with the actual working done by the employee.   Following are the important points regarding the Attendance Regularization:

6.1 Criteria for Regularization: If total weekly working hours are less than 45 or working hours for a day is less than 5 hours, employees must apply for regularization or leave for the shortfall in hours.

6.2 Timeline for Regularization: Attendance Regularization is a weekly activity and employees are expected to regularize their attendance for current week latest by Friday of following week.

6.3 Approval of Regularization: Attendance Regularization & past leave requests will require an action (approval/disapproval) from IRM within the given timeline. Attendance & leave will be considered as regularized only if the IRM approves the requests before attendance closure date, of effective cycle. Respective approving authorities can approve/disapprove the regularization request at any time; however, it will not be possible after the monthly attendance closure date (Attendance closure date will be published along with every regularization mail).
All pending attendance regularization & leave application requests will be cancelled, if not approved before the attendance closure date.

6.4 Un-regularized Hours: Attendance hours which have not been regularized by the employee or not been approved by the IRM within the timeline and hence leaving a shortfall in the total weekly hours will be considered as un-regularized hours. Unregularized hours will be calculated after deducting total actual hours from total weekly hours required.

6.5 Implication of un-regularized hours: In case if weekly attendance is not regularized within the defined cycle; there will be an auto-deduction for the un-regularized shortfall in working hours as per the following:

Shortfall in hours	Deduction (in Days)
0-1	No deduction
1.1 – 4	0.5
4.1 – 9	1
Less than 5 hours	1

6.6 Auto-deduction of leave: It will happen first from Earned Leave (EL), then Accumulated Earned Leave (AEL) depending on the balance available and then Leave without pay (LWP) will be considered.
6.7 Attendance Cycle: Monthly payroll is processed on the last day of the month. For payroll processing, attendance will be captured from Infogram (HRIS) for a pre-defined period of 4 or 5 weeks. The period of 4 or 5 weeks is published by the HR team before start of new attendance cycle.

Please click on below URL to view Attendance Cycle.

https://you.yash.com/SitePages/SharedServices/HR/attendance-policy-view.aspx
6.8 Regularization on Global Assignment: Employees who are on Away Global Assignment as per Infogram (HRIS) will be excluded from the process of auto leave deduction due to shortfall in the attendance hours.

7.0 vCentral USERS

This section is applicable *only* for associates who are submitting their Project Timesheets using vCentral tool.

7.1 Timesheet Submission:

Timesheets for the previous and current week are open on vCentral.. Associates are required to regularize attendance and submit their timesheets mandatorily by the end of the current week.

The submit button will be enabled for the current and previous week only. All associates up to the Grade M1 are expected to submit their timesheets. Total weekly working hours are expected to be 45 hours.

7.2 Timesheet Approvals:

The status manager or IRM/ Task Manager/PM should approve the timesheet of the current and/or previous week(s) within the current **Attendance Cycle** (refer to Section 6.7 of this policy to view the Attendance Cycle).

Kindly note that for un-regularized / un-approved Attendance; the deduction date for the current payroll month is shared by Team L&A (Central Leave & Attendance Team). In case of no action within the published date, all pending timecards and leaves will get cancelled and deduction will be done as applicable (refer to section 6.5 and 6.6 of this policy for deduction details).

Status manager or IRM/PM/ Task Manager needs to approve/decline (as applicable) all the transactions of timesheet requests as soon as it is received, to avoid auto deduction of leave(s) for the respective associate(s).

7.3 Time sheet Management Regularization:

Associates can view/correct and can make amendments to their attendance hours on timesheet portal (vCentral)

Following are the important points regarding the Attendance Regularization:

Criteria for Regularization: Associates must ensure a total weekly reporting of 45 hours. If total weekly working hours are less than 45 or working hours for a day are less than 5 hours, associates must apply for regularization or leave on Infogram for the shortfall in hours else leave/s will be deducted for missing hours (as per section 6.5 and 6.6 of this policy). In case a leave balance is not available it will result into salary deduction and will be considered as leave without pay.

Un-regularized Hours: Unregularized hours will have an impact as mentioned in Section 6.5 and 6.6 of this policy.

Criteria for timesheet Recall: If the associate wants to correct his/her timesheet, the 'Recall' button is provided. This button will be available for the associate after approval of the timesheet. He can recall the timesheet, correct the attendance hours, and resubmit it for approval. However, associates can recall timesheets only till last week.

Criteria for Regularization of Closed Timesheets: If an associate missed submitting the timesheet or wants to make any corrections in the submitted timesheet beyond the current or previous week within the attendance closure date, then they need to get approval from the respective Project Manager/IRM and BUH and forward the approvals to vCentral team through raising ticket (**Helpdesk Ticketing Tool**).The vCentral team upon receipt of the mentioned approvals will enable the 'Submit timesheet' button for the requested period. The associate needs to adjust the timesheet and get it approved by within the running payroll cycle.

In case the attendance cycle is closed, then changes to vCentral timesheets will not be allowed. In such cases, the deduction reversals will be done subject to the YASH attendance policy. *No more than 2 (including reversal) of the timesheets for each associate will be allowed in a year for closed timesheet regularization.*

Holiday Leave and Time off: Associates are required to ensure that their holiday calendars (Base Location wise or Client wise, as applicable) are correctly updated on Infogram. Associate need to apply leaves on Time-off section on Infogram.

8.0 TYPES OF REGULARISATION

Employee need to regularize attendance for the shortfall of hours to avoid auto deduction of leaves. Regularization request are approved by Immediate Manager (IRM).

Different Type of regularization categories are as follows:

Business Travel: (Domestic or International) where a person is travelling due to business reasons out of city or country
Customer Meet: In case of business/client meeting/visit at client location or outside development center
Attending or Imparting training outside development center
Working from other YASH DC
On Duty for HR Event: When outside of office due to HR event
Temporary Card
Deputation India: When working from client location in India
Deputation Abroad: When working from client location out of India
Preparation Off for Domestic Travel
Working from Home
Missed Punch
Client Holiday
Weekly off
Working from Client Location
Working in early morning shift

Important points to note:

Deputation to client site in India or Onsite (including foreign Countries): Employee need to apply for regularization and mention hours as per time sheet submitted to client every week while working at client location such that IRM can approve it accordingly. Reconciliation will happen from approved timesheet by client and any deviation in approved timesheet by client and the one submitted by employee to YASH manager will account for disciplinary action.

Preparation for Official Travel: It is recommended to take time-off from work only in case when travel is planned on working day and travel time coincide with work timings. In any case, such time-off should not exceed more than 4 hours in case of domestic.

Work from Home: Due to business reasons, IRM may ask an employee to work from home

on any day if employee is unable to come to office. Such a day can be marked as Work from Home. An employee can avail up to 2 days of work from home in a month based on IRM approval.

In case employee is medically unfit to come to office for work, should take leave and recover instead of working from home. In case of a situation of more than 2 days of work from home in a month, IRM should take explicit approval from BUH before approving on request on HRIS.

There will be no work from home option for SSG employees and in case of need specific approval from HR Head will be required post IRM & BUH approval.

9.0 RESPONSIBILITY OF REPORTING MANAGER & EMPLOYEE

Reporting Manager's Responsibility: IRM being the first contact person for an employee, managing absenteeism is major responsibility of the IRM. Therefore, their active involvement in the company's attendance procedures is pivotal to the overall effectiveness of an attendance policy.

Unauthorized absence for more than 5 days should be immediately reported to HRPP for necessary action.

Future Leave application of any employee should be responded to (with approval/rejection/modification,) within 3 days or before the due date for the commencement of leave whichever is earlier.

While approving any case for regularization, IRM should take due care to have right 'Time-Type' type selected & necessary information to justify the reason for regularization

IRM's are requested to act upon the regularizations timely, in order to avoid leave deductions

No reversals for deductions will be possible on the system.

Employee Responsibility:

Employees unable to report to work at desired time due to any exigencies should notify their IRM before their work schedule or two hours prior to reporting to duty, whichever is earlier.

Employee working from client site need to submit timesheet same as submitted to client. In case of any discrepancy while timesheet verification is identified, relevant deduction from leave balance will be done as well as company may take disciplinary action.

An employee will be treated as Absconding if he/she is on unauthorized leave or absent for consecutive 2 weeks. Absconding may lead to termination or involuntary separation if employee doesn't respond to attempts of communication made by HR and leaves the company without serving any NP or completing relieving formalities. Hence; company is forced to proceed with involuntary separation and legal action thereof. Please refer Employee Separation Policy for more details.

The employee is responsible for communicating with his/her IRM about his/her absence directly. It is not acceptable to leave a message on superior's voice mail or through another employee except in extreme emergencies.

Select right 'Time-Type' while applying for regularization.

It is responsibility of employees to ensure that every week their net working hours are minimum 40 hours and total hours are 45. Any inconsistency found in net working hours can result in disciplinary action.

All Employees (Including those deputed at client locations) are requested to regularize their attendance on time.

10.0 AUTHORIZATION & EXCEPTIONS

- **Employees at grade E6 and above are excluded (except if working from our customer location and staff augmentation projects) from the process of auto leave deduction due to shortfall in the attendance hours. However, they are advised to apply for leaves through Infogram to keep an up to date record of their leave account.**
- **It is mandatory for employees of all grades (including E6 & above) working on customer engagements in billable roles (more specifically from our customer location and staff augmentation projects) to submit the timesheet on weekly basis or as defined by the customer. If timesheet is not timely submitted, auto leave deduction (EL, AEL or LWP) will be applicable as per process.**
- **Any deviation to the policy may account for disciplinary action.**

1.0 REPORT SUGGESTIONS & QUERIES

Thank you for your cooperation. We believe an employee is the biggest asset for the company. Therefore; your suggestions & queries are most welcome. This will help us in making the policies more employees friendly. Should you have any suggestions & queries please e-mail at corphr.india@yash.com.

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