



## **HR Flex Work Hours Policy**

Effective Date: Feb 1, 2015

Purpose: To provide employees flexibility in work hours to accommodate personal needs.

Details:

1. In this arrangement, employees can arrive in the office between 9:30 and 11; and are expected to work for at least 6 hours daily.
2. The weekly minimum work hours expected is 45 hours including lunch time.
3. Staff should designate an expected arrival time for attending office to their manager and HR.
4. Weekend work excludes these flex time rules.
5. Short leave can be availed 1 per month.
6. Applicability – all staff except office boy, receptionists or any other position as decided by management.

Adjustments:

1. If employee avails 1/2 day leave then 4.5 hours will be deducted from weekly total.
2. For each full day leave that is availed then 9 hours/day will be deducted from weekly total, thus if someone takes 1 day leave, the minimum weekly worked hours expected will be 36 hours.
3. If no time recorded, we'll apply 6 hours for the day unless the employee was working shorter as confirmed by his/her manager.
4. If an employee arrives after 11:00 --> 1/2 day casual leave
5. If an employee has less than 45 hrs --> shortage rounded to next 1/2 day casual leave