

## **BASIC HR RULES FOR SANSKAR TECHNO LAB**

1. **Office Timings:** Everyday 10:00 a.m. to 7:00 p.m. in general. Subject to work urgency, it shall be adjusted accordingly. Lunch break shall be 2:00 p.m. to 2:45 p.m. to be adjusted according to work urgency.
2. **Working Days:** Monday to Saturday, with Second and Fourth Saturday of the every Month as leave, along with listed yearly festival holidays.
3. **Paid leaves:** Permitted Paid leaves of 1.5 Days (One and a Half Day) per month to every regular employee. Leaves beyond paid leave for the month shall be deducted from the salary. Unused paid leaves shall be encashed / Carried forward at the end of every calendar year.
4. **Probation Period:** For general employees other than Developers, there shall be probation period of 3 Months from the Joining date, subject to extension based on performance of the employee. After successful completion of probation period, the employee will be notified and considered as regular employee and will be entitled for paid leave.

**Probation For Developers**, the probation period being training period, shall be of 3 Months, subject to satisfactory performance, completion of practical tasks and evaluation test at the end of the training period. After successfully passing evaluation test, they shall be notified and considered as regular employees and shall be entitled to relevant benefits including paid leaves.

During probation period, no paid leaves shall be allowed and every leave taken, shall be deducted from the salary of that month.

5. **Late Coming/ Early Leaving:** Late coming/ early leaving up to 15 minutes shall be allowed Thrice for a month in total. Late coming/ early leaving beyond 15 Minutes and for more than Thrice in a month in total, shall be compensated with working for that time on the day or the next day by the employee. **Late Coming/ Early Leaving beyond two hours without prior permission shall be treated as half leave of that day.**

This is applicable during probation period as well.

6. **Informed Late Coming/ Early Leaving:** Employee shall be allowed to Coming Late/ Leaving Early for not more than 2 hours of the day for maximum Twice in that month for personal work with permission of senior.

7. **Application for Leave:** Employees are required to apply for leave at least 5 days prior to planned leaves, subject to approval by senior. In case of emergency leave, Employee is required to inform the HR department as soon as possible.

8. **Notice Period:** Notice period for regular employee shall be 45 Days.

9. **Fun Activities:** Fun activities shall be arranged on every working Saturday of a particular calendar month at 5:00 p.m. to 6:00 p.m. On the day when fun activities/ birthday celebration are not organised, routine office work should be performed instead of leaving the office.

10. **Birthday Celebration:** All birthdays of employees in a particular calendar month shall be celebrated on last working Saturday at 6:00 p.m. to 7:00 p.m.

**DATE: June 21, 2022**

**Place: Sanskar Ahmedabad Office**