

# Policy on Attendance, Leave and Holidays

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## **Policy on Attendance, Leave and Holidays**

### **Objective:**

To facilitate employees to plan their personal work by effectively planning and balancing quality of personal and work life by managing their office time and leaves efficiently and improve productivity through discipline and punctuality.

### **1 Attendance:**

The attendance of all the employees is recorded through bio-matrix electronic system wherever available else manually through attendance register by signing on that.

The normal office timings are 9:00 AM to 6:00 PM with half an hour lunch break. Late arrival up to 15 minute is permissible. Any late arrival beyond 15 minutes shall require explanation to the Reporting Officer/ HR Head.

Depending upon business requirements and work commitment/ delivery schedule, the Project Manager/ Functional Head may change the working hours for a team or set of people or even extend the working hours with prior intimation to HR & Administration.

### **2 Flexi Hours/ Working from Home:**

An employee may be sanctioned flexi working hours / work from home provided the changed schedule does not adversely impact the services to customers or delivery schedule as an exception with prior written approval of the Functional Head/ Head – HR.

An employee who is sanctioned to work on flexi hours is expected to perform duty for at least 9 hours per day.

Similarly an employee who is sanctioned to work from home is expected to perform duty for at least 9 hours for the day and must be available on instant messaging and telephone for the complete duration of work from home for the day.

### **3 Compensatory Off:**

Employees who are advised by the Reporting Officer to work on an off-day or a closed holiday from the office premises for a period in excess of 4 hours may be sanctioned compensatory off for half day. Similarly the employees who are advised by the Reporting Officer to work on an off- day or a closed holiday from the office premises for a period in excess of 8 hours may be sanctioned compensatory off for full day as a specialcase.

However the employees are expected to consume the compensatory off within next one month after obtaining approval from the reporting officer and filing the compensatory off in the LMS. Any carry forward of compensatory off shall require special approval of Delivery Head and Head – HR as a special case.

#### **4. Holidays and Leaves:**

The leave entitlement will be calculated on Calendar Year basis i.e. January 1 to December 31 and the following types of leaves and holidays will be available to all eligible employees during a calendar year:

- Holiday Calendar of respective Client
- Leave Encashment
- Leaves-12 days

All the above leaves and holidays are based on calendar year (January – December). Holiday Calendar will be shared as per the Client.

Leaves are accrued into the Leave account on a pro rata basis from the time your complete one month (30 days from you DOJ). These cannot be carried forward to another calendar year. While serving the notice period, any leaves taken by the employee will not be considered even though there are unused leaves in his/her account. Leaves taken in the notice period tenure will be treated as LOP.

Please be informed that Holiday Calendar wearies as per Client and year ending disconnect holidays are Mandatory Non-Paid off.

#### **Leave Encashment**

- Unutilized Leave balance as on December 31<sup>st</sup> will automatically get en-cashed and paid off towards the end of the following quarter.
- If an employee gets separated in the middle of the year (i.e., before 31<sup>st</sup> December), then the leave encashment will be paid along with the Full and Final settlement.
- Criteria for the computation of encashment of un-availed leaves will be:-

$$\text{[(Basic Salary -30/ 20) x No. of un-availed leaves]}$$

- Earnings received through encashment of Leaves will attract TDS (Tax Deduction at Source) as per Income Tax Rules in force.

#### 5. Common Rules for Leave Management:

- All leaves should be applied and approved/ disapproved/ cancelled through the HR/Reporting Manager.
- **Filling up leave application form and obtaining prior approval of the Manager is the sole responsibility of the employee.** No verbal approval of the leaves will be considered authorized.
- Leaves should be applied for and approval obtained, before proceeding on leave. *Merely filling up the leave application does not mean leave has been granted and will be treated as LWP (Leave without Pay).*
- Failure to obtain prior approval for leave before proceeding on leave or failure to resume duty immediately after the expiry of leave/ extended leave shall be considered as misconduct/ indiscipline.
- Failure to resume duty immediately after the authorized leave has ended, the extended number of days for which the leave has not been authorized, will be considered unauthorized absence from work; and this can be considered as Leave without pay and all such events will be entered into the employment record of the concerned employee.
- The company is well within its rights to mark employees leave without pay for any unauthorized absence from the duty.
- Absence work for a continuous period of eight days, including absence upon leave though applied from, but not granted or overstay for a period of eight days after expiry of sanctioned leave, without written permission, shall make the employee lose his/ her lien on the job and the employee's services shall automatically cease without any notice or intimation.

#### DISCLAIMER

While the Company will make every effort to keep your Leave Policy current, the information and policies described in this document may be changed in any way, at any time, at the sole discretion of iBridge Techsoft Pvt Ltd. These policies may be amended at any time and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the Management of iBridge Techsoft . You are responsible for complying with current Company Leave policy at all times.

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