#### Work From Home/ Flexi/ Telecommuting Request & Approval



#### Work From Home/ Flexi/ Telecommuting Policy

#### Objective

 To facilitate work environment where the employee owing to personal or business reasons can perform their work from alternate workplace up to the satisfaction of Business need /Customers and team expectation.

#### Scope

 The purpose of this policy is to provide guidelines to managers and employees on how to implement the Telecommuting arrangement, when it's suitable for the business, employees, Customers and the team.

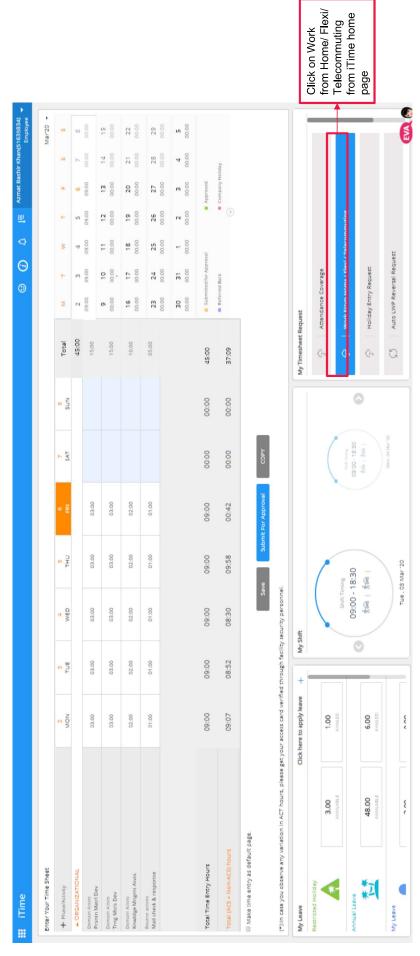
#### **Telecommuting Options**

- Short-term: The employee can work from home on a scheduled basis for 30 calendar days at a stretch.
- Long term: The employee can work from home for 90 calendar days at a stretch.



## Work From Home/ Flexi/ Telecommuting Request (India & USA users)

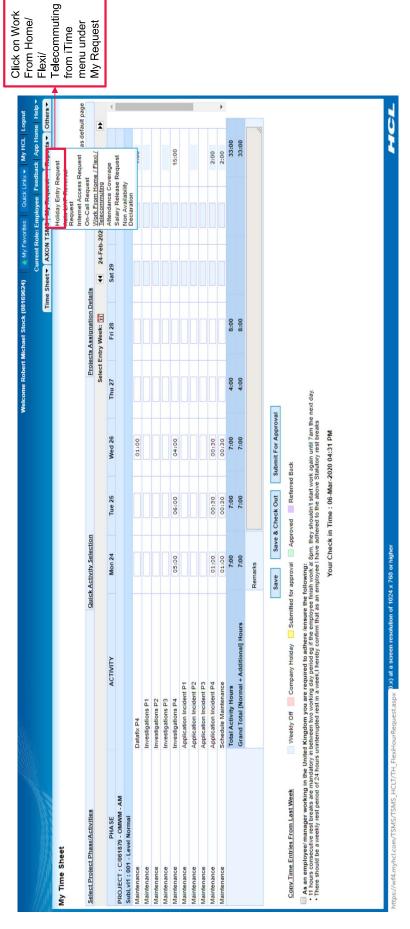
### Employees use the normal iTime and use option (bottom right to opt for WFH





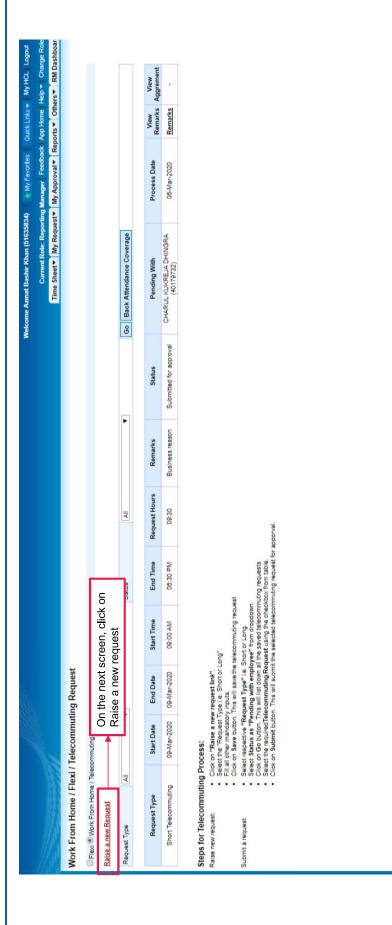
### Request Initiation (Other GEO Users) – Other than India and US

Employees use the normal iTime and use option (top right) to opt for WFH \*\*\*



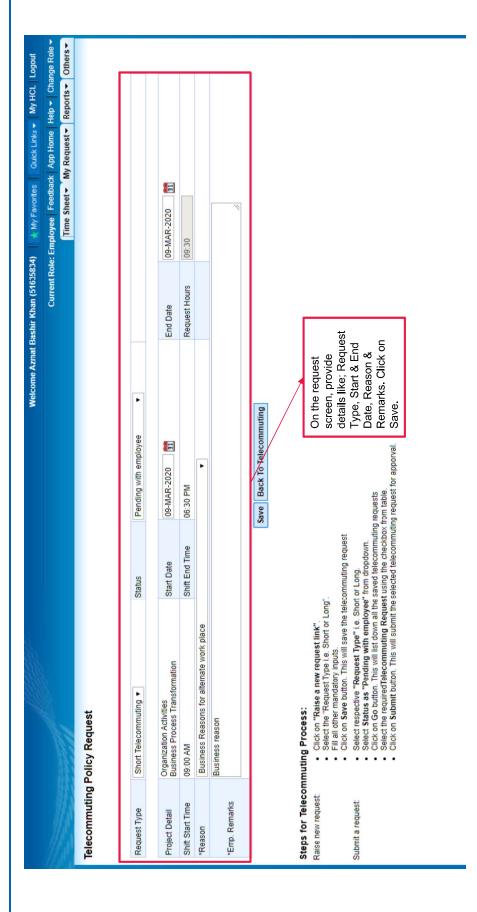
\*\*\* Please note that iTime new UI rolled out to India & US and other GEOS it is WIP hence old screen for iTime as above

## Raising New Request for WFH (common for all HCL employees globally)



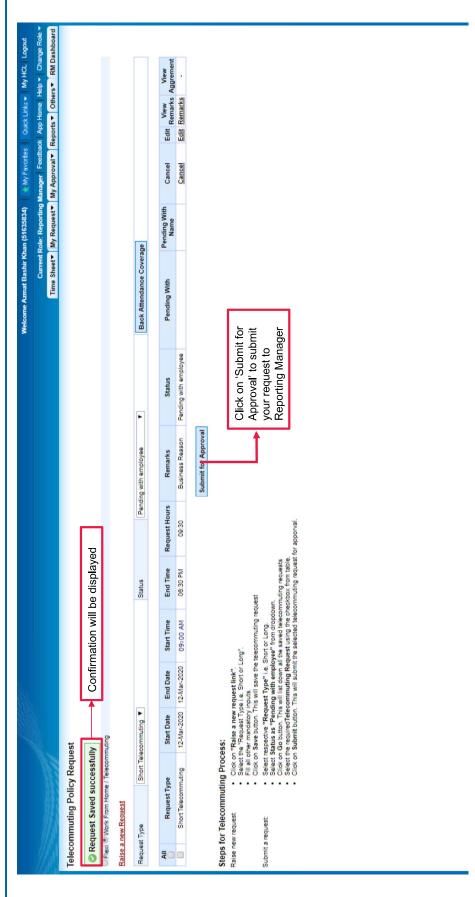


# Request Details Entry for WFH (common for all HCL employees globally)





## Submit the request for WFH (common for all HCL employees globally)



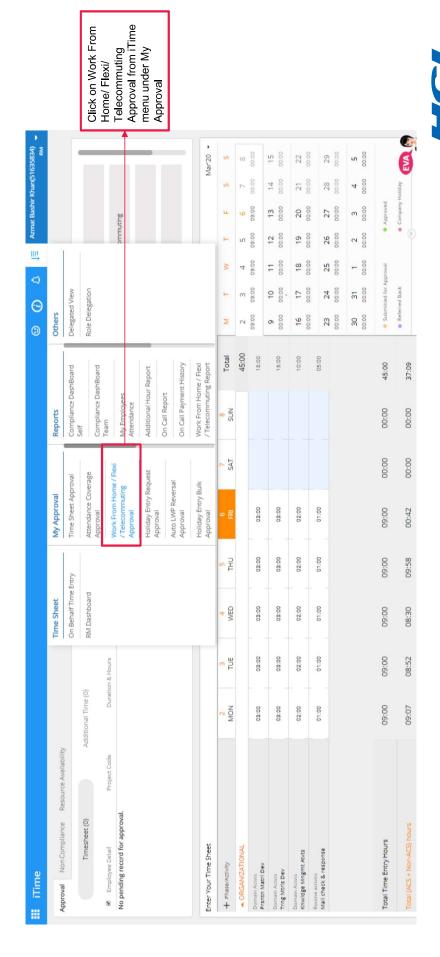




#### **Approval Process**

# Work From Home/ Flexi/ Telecommuting Request Approval (India & USA users)

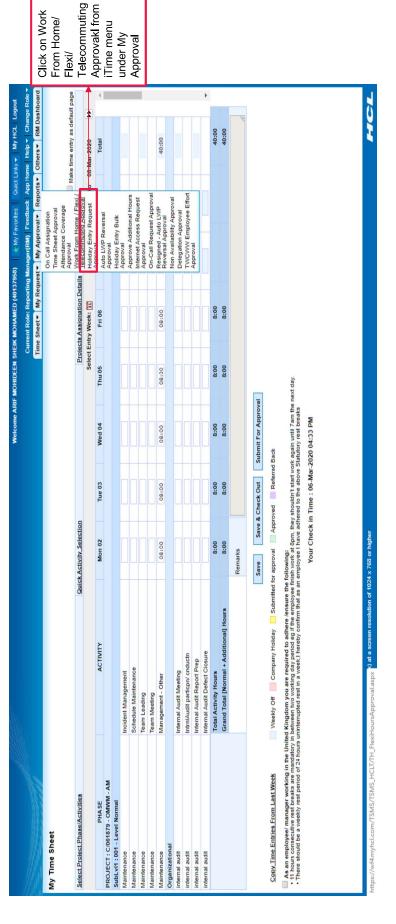
Approver to use the normal iTime and use option under "My approval" as below (for India & US employees)





# Work From Home/ Flexi/ Telecommuting Request Approval (Other GEO Users)

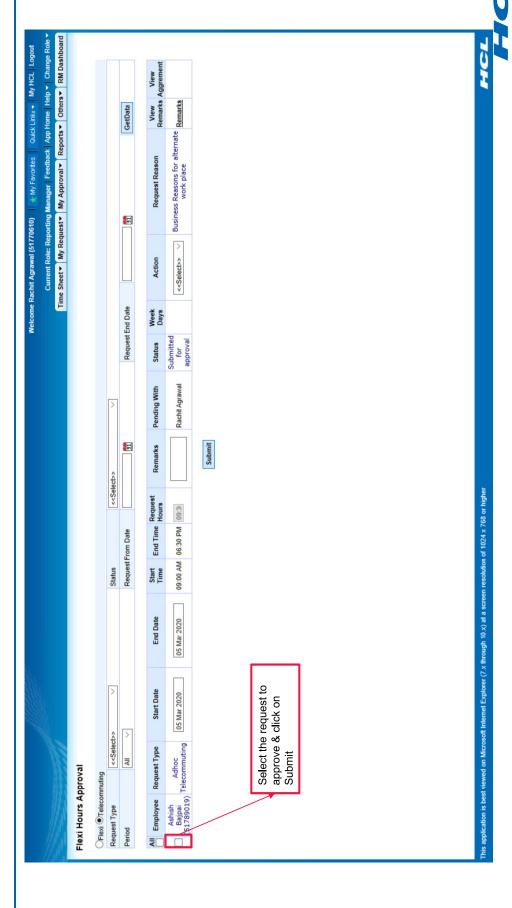
### Approver to use the normal iTime and use option (top right) to opt for WFH \*\*\*



\*\*\* Please note that iTime new UI rolled out to India & US and other GEOS it is WIP hence old screen for iTime as above



## Approve Request for WFH (common for all HCL employees globally)



#### HOLL

www.hcltech.com

\$8.6 BILLION | 137,000+ IDEAPRENEURS | 44 COUNTRIES