

# Employee Handbook - Attendance

The purpose of the attendance policy is to create a productive work environment.

## ***Office Timings***

- The recommended team timings are 10am to 7pm, which includes time off for lunch and recreational activities.
- Depending on the project and client needs, teams may choose a different start time with approval from the management.
- Team leads and the management are responsible to ensure adherence to the team timings.

## ***Attendance in Meetings***

- Leads must always be available for daily stand-ups with clients. In case of absence they should identify someone from their team to lead the meeting.
- For important meetings like client all-hands and major demos, all members of the team are advised to be present in the meetings for their own learning and to answer questions pertaining to their work.

## ***Work from Home***

This policy is in place to facilitate the employee to work from home under special circumstances.

- A full-time employee with more than 1 year of service is eligible to request to work from home with approval from the lead or the management. Approval will be granted on a case to case basis keeping in view the productivity and needs of the team.
- It is not at employee's discretion to decide when they want to work from home.
- Working from home without prior approval will be considered as one PTO