



Wise Work Attendance Policy

This policy applies to all employees of Wise Work, including full-time, part-time, and temporary employees.

- 1. Regular Attendance:** All employees are expected to report to work as scheduled. Regular attendance is essential for the efficient operation of our organization.
- 2. Punctuality:** Employees are expected to arrive at work on time and be ready to begin their duties at the designated start time.
- 3. Absence Reporting:** In the event of an unplanned absence, employees must notify their reporting manager before the start of their shift. If the absence is due to a planned event, employees should provide at least a week's notice in advance.
- 4. Documentation:** Employees may be required to provide documentation for absences, such as a medical certificate, where applicable. Failure to provide appropriate documentation may result in disciplinary action.
- 5. Sick Leave:** If an employee is unable to work due to illness, they are required to inform their reporting manager as soon as possible on the first day of absence. For sick leave exceeding two days, employees are required to provide a medical document.
- 6. Unscheduled Absences:** Unscheduled absences without proper notification may result in disciplinary action. Employees are expected to make every effort to attend work regularly and to communicate in advance if unforeseen circumstances prevent attendance.
- 7. Flexible Work Arrangements:** Wise Work offers flexible work arrangements where applicable. Employees should discuss with their reporting manager and formalize any such arrangements.

Working Hours:

Working Days	Standard Working Hours	Weekly Offs
Monday to Friday	10.00 am to 6.00 pm	Saturday & Sunday

Depending upon the various business requirements.

Essential Attendance Habits:

1. Arrive at work 15 minutes before the start of the shift and finish any personal task.
2. Be present at your workstation ready for work by the start of the shift.
3. Adhere to standard break timings only.
4. Employees must clock in only after entering the office premises and clock out when leaving the office premises at the end of their shift. **Clocking attendance outside the office premises will result in disciplinary action.**
5. During Work from Home (WFH), employees are **required to clock in** during their respective shift timings.
6. Work from Home (WFH) is granted on a case-by-case basis, primarily for **health reasons or emergencies**. It is **not intended to be a frequent arrangement**.
7. Employees may adjust their shift timings between 8 AM and 6 PM, arriving early and leaving early, with prior approval from their reporting manager. However, they must ensure that they complete a minimum of 8 work hours.

General Guidelines:

1. All employees should be punctual in reporting to work and must be at the workplace before the start time.
2. Employee(s) who report later (**Not more than 30 minutes**) than their allotted shift timing will be marked late. After two instances of late markings within a given month, each late marking will be considered a **half-day unpaid leave**. Similarly, employee(s) leaving office earlier, before shift end time post two occasions in a month will be considered as half day leave. Additionally in any given month, if the combined total of late and early leaving marks exceeds two, each subsequent instance will be considered a half-day leave.
3. Employee(s) availing of leave have to get prior approval from their respective reporting manager and inform the People Team.
4. When ill or unable to report to work, the employee should inform their immediate reporting manager before the commencement of the shift. In case the leave for sickness exceeds 2 days or more, a satisfactory medical certificate has to be produced to the People Team upon resuming duty.
5. In case an employee is absent without notice for 3 days in a row, he/she will be considered as having abandoned his/her job, and the company shall process the employee's work separation as a voluntary resignation on the employee's part.
6. For Work from Home (WFH) requests, employees are required to get **prior approval from their respective reporting managers** via mail and SumHr.
7. Taking Work from Home (WFH) without prior approval will be considered as **Leave without Pay (LOP)**.



Consequences for Non-Compliance

1. **Verbal Warning:** The first instance of non-compliance with the attendance policy may result in a verbal warning from the reporting manager.
2. **Second Warning:** If attendance issues persist, a second warning may be issued. This warning will outline specific performance expectations and consequences for further non-compliance and termination.
3. **Termination:** If an employee fails to meet attendance expectations after receiving the second warning, termination will be issued.

Review and Amendment

This Attendance Policy will be periodically reviewed to ensure its effectiveness. Wise Work reserves the right to amend or update this policy as necessary at any point in time as per business needs.

Human Resource Contact

For any questions or clarifications regarding this policy, please contact the People Team at people@wisework.in.