

Leave and Attendance Policy



SAMISHTI INFOTECH PRIVATE LIMITED

Version Control Table			
Version	Modification Description	Effective Date	Approved by
1.0	Leave Policy Introduction	January, 2017	Swati Mukim Director Samishti Infotech Pvt. Ltd.
2.0	Leave Policy Introduction	May, 2022	Shubhra Sinha HR Director Samishti Infotech Pvt. Ltd.

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1. Objective:

The company expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled and leaving at the scheduled time (as per exigencies of the job and function) an essential function of their jobs.

2. Applicability:

This policy applies to all employees on the regular payroll of the organization.

3. Working Hours:

Offices	Working Day(s)	Office Timings	Weekly Offs
SAMISHTI INFOTECH Okhla, New Delhi	Monday to Friday	9:30 am to 6:00 pm*	1 st and 3 rd Saturdays and all Sundays

* Depending upon the various business requirements.

* Any exception to the above should be explicitly approved by the respective manager / HR.

** Employee(s) may be expected to work on all Saturdays or on rotational Saturdays at the discretion of respective managers as per business requirement.

4. Good Attendance Habits

“Good Attendance Habits form an integral part of every employee’s job description”

- Being at your work station ready for work by the start of the shift.
- Remaining at your workstation unless the needs of the job require you being elsewhere, except during authorized breaks (including restroom breaks).
- Remaining at work during your entire work duration / shift unless ensured by an Immediate Reporting Authority / superior/ manager.
- Leaving only after the end of your shift, unless you have been given advance permission from your Immediate Reporting Authority to work beyond that point or your job in hand requires you to be present beyond the stipulated time.
- Calling in personally to notify your Immediate Reporting Authority, if you are going to be either late or absent, unless a verifiable emergency makes it impossible for you to do so.

5. General Guidelines

- All employees should be punctual in reporting to work and must be at the work place before the start time.
- Employee(s) who report later than their prescribed timings will be marked late. Three (3) late marks in a month will be taken as 1 Day leave. Similarly, employee(s) leaving office earlier, before shift end time on three occasions in a month will be considered as having taken 1 Day Leave. In

case in any given month, an employee has two late marks and one early leaving mark on the attendance sheet or vice versa this too will be considered as 1 Day leave. Any variance in this has to be duly approved by respective managers.

- Similarly, employee(s) attending office after two hours from their office timings or leaving office before two and half hours will be considered as having taken a ½ (half) day leave. (Leave rules apply for confirmed employee)
- Lunch time shall be typically between 1:00 p.m. to 1:45 p.m. However, this can vary location wise and can be changed /staggered for different sets of businesses & people.
- Exigencies at work may necessitate an employee to stay in office beyond their shift end time and even work on paid holidays.

6. Attendance Protocol

- Employee(s) availing of a leave for a day or more, have to inform their manager / HR department by email / online leave application.
- When ill or unable to report to work, the employee should inform his/her immediate reporting authority /HOD in advance. In case the leave for sickness exceeds 3 days or more a satisfactory medical certificate has to be produced to the HR Department on resuming of duty.
- 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.

7. Attendance through Bio-Metric System

The Bio-Metric Machine is available at the office. It is located at the entrance gate. Every employee has to mark their attendance using the machine at the time of entering or leaving the office premises without fail on daily basis.

8. Purpose of Leave:

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company.

LEAVE YEAR AND APPLICABILITY:

- Leave is not a matter of right.
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- Leave year is from 1st January to 31st December.
- Eligible leaves are credited to the employees on annual basis starting from 1st of January every year.
- If an employee chooses to leave in the middle of the year his leaves will be calculated on pro rata basis and appropriate adjustment will reflect on the full and final settlement.
- The different types of leaves given under the policy are:
 - Casual Leave (CL)
 - Earned Leave (EL)
 - Compassion Leave
 - Maternity Leave (ML)
 - Loss of Pay (LOP)
 - Compensatory Off (Comp-Off)
 - Regulatory Holidays and Floating Holidays
- The Leave policy is applicable for all permanent staff of the company and as well as contract workers.
- Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rate basis.
- Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.
- Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

9. Leave Criteria

9.1 CASUAL LEAVE

ELIGIBILITY

- All permanent staff & Contract workers.
- Casual leave is calculated for a period of one year (January to December)

ENTITLEMENT

1. **10 days of Casual Leave in a calendar year.**
2. A minimum of half CL can be availed & a maximum of 2 days in a row can be taken.
3. If CL extends beyond 2 days, a valid reason with a valid proof should be provided to reporting manager failing which the excess days taken will be treated under LOP or Earned Leave.
4. It is up to the Management's discretion to sanction more than 2 days of CL at a stretch.
5. National / Festival / Declared / weekly off days can be prefixed and / or suffixed to CL.
6. Intervening National / Festival / Declared holidays will **NOT** be counted as part of the leave.
7. Casual Leaves can be neither carried over to the following year nor cashed.
8. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective manager on the same day through phone / email.
9. Approved leave application should reach the approving authority within 3 working days of rejoining.
10. Inability to attend office because of any sickness should be notified to the respective approving authority on the same day through phone/email/message.
11. You **cannot** encash your unused casual leave entitlement only if you are leaving the company.
12. In case adequate number of CL is not available with an employee, he can club EL with it. If EL is also not available, then it will be treated as LOP.
13. Approved leave application should reach the department within 3 working days of rejoining.

9.2 EARNED LEAVE (EL)

ELIGIBILITY

- All permanent staff and Contract workers.

ENTITLEMENT

1. 10 days of Earned Leave in a calendar year.
2. EL can be availed only on prior approval.
3. National / declared / festival / weekly off days can be prefixed and / or suffixed to EL.
4. Intervening National / declared / festival / weekly off days will **NOT BE** counted as part of the leave.
5. Half day of EL cannot be taken.
6. Balanced EL remaining unutilized as on 31st December can be carried forward till a total of 10.
7. You may cash your unused earned leave entitlement only if you are leaving the company. The payment will be calculated according to your base salary.
8. Any absence of more than the number of EL sanctioned will be treated as leave without pay, unless given valid reasons to the management.

9.3 COMPASSIONATE LEAVE

ELIGIBILITY

- All permanent staff and Contract workers.

ENTITLEMENT

1. If your immediate family member passes, you can request up to 5 days of leave to make all arrangements and to attend a funeral.
2. Parents, parents-in-law, siblings, children, grandparents, and a spouse are considered immediate family members.

9.4 MATERNITY LEAVE (ML)

Employees are requested to refer to Maternity Policy for further details.

9.5 LOSS OF PAY (LOP)

ELIGIBILITY

- All permanent staff and Contract workers.

ENTITLEMENT

1. If you have used all your leave entitlements and you still need to take a leave of absence, you can request unpaid leave.
2. You should request unpaid leave only in urgent, inevitable cases.
3. Your manager needs to approve your unpaid leave request.
4. Your manager will assess your reasons for requesting unpaid leave as it should not affect the business or your work commitment, responsibilities, and performance.
5. Please note that your annual bonus and Casual / Earned leave entitlement will be prorated accordingly. You are not eligible for either of them during the period of unpaid leave.
6. Maximum leave that can be availed under this category is 30 days in a calendar year.
7. If you want to request less than 7 days of unpaid leave, use the leave request tool.
8. If you want to request unpaid leave for more than 7 days, you need to contact your manager. After approving the length of your leave, your manager needs to apply on your behalf at least 1 month in advance. You may also need to obtain an approval from the next manager in line.
9. LOP can be applied by an employee when no other leave is available.
10. During the period of LOP, the employee is not entitled for any pay or allowance.
11. If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the company on his own accord.
12. LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.

9.6 COMPENSATORY OFF

Employees are requested to refer to Holiday Work Allowance Policy for further details

9.7 FLOATING HOLIDAYS

ELIGIBILITY

- All permanent staff and Contract workers.

ENTITLEMENT

1. As a full-time employee, you can choose 2 days of floating holidays per calendar year.
2. These 2 days are part of 10 days of public holidays out of which 8 are schedule for you.
3. You can take these 2 days as additional paid leave in order to enjoy and celebrate the public holiday. You cannot use the floating holiday option for any other reason.
4. The 2 days' entitlement cannot be carried over to the following calendar year nor can it be cashed under any circumstances. You need to use both days during the calendar year in which you were given the option.
5. You need to schedule your floating holiday in advance and have it approved by your manager.
6. Choose your floating holiday from the list of Optional Holidays.
7. If you request floating holiday, you need to take the whole day off.
8. You may choose 2 days of floating holidays in a row if the public holidays fall on 2 consecutive days.

10. LEAVE SETTLEMENT DURING RESIGNATION / RETIREMENT / TERMINATION:

If an employee to be relieved has availed more number of CL against the number of months he has worked, then the excess CL will be deducted during his final settlement.

EL for the days worked till the employee's date of relieving will be calculated and paid during the final settlement, provided he / she fulfils EL eligibility criteria.

11. PROCEDURE FOR APPLYING LEAVE

The available leave balance is to be checked by the employee with the immediate manager / HR department and the leave to be applied in the tool and /or by email. The immediate manager is authorized to either grant or disapprove the leave on valid grounds. The approved leave application has to be submitted to the HR department for recordings and subsequent processing.

12. CANCELLATION OF LEAVE

The immediate manager / department head can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave, then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

13. EXTENSION OF LEAVE

As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her immediate manager for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty, if there is no any information to the company by email, phone or message.

14. ABSENCE FROM DUTY

When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.

1. **The days of absence will be treated under Loss of Pay.**
2. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
3. If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the HR department will be sent to him asking to report to duty and to provide explanation for his absence.
4. Based on the enquiry any action deemed fit will/would be taken by the management.
5. If there were no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and recorded accordingly.