**HR Policies important to me**

Well, pretty much each policy is important to me, it depends on circumstances whether they are applied to me or not.

Still I’m carrying most important of them to me below:

* Attendance/Office timing Policies
* Working days are from Monday to Friday and working time is from 9:00am to 6:00pm.
* Late sitting is discouraged.
* We have to put minimum of 40hrs of work per week and so 160hrs for month.
* Arriving after 9:15 will be marked as late and three late arrivals will be marked as leave accordingly.
* Laptop/Mobile Policy
* Company granted laptop has to be returned to company at termination/resignation.
* Usage of personal machine is not allowed unless officially approved.
* It is compulsory for employees to have Desktime Installed.
* Leave Policy
* Types of leave are CL, SL, PL, ML and LOP which are Casual Leave, Sick Leave, Privilege Leave, Maternity Leave (only for female staff) and Loss of Pay Leave respectively.
* Leave year is from 1st July to 30th June.
* We are not allowed for leave during probation period except 2 sick leaves.
* All leaves should be approved by the concerned lead / supervisor.
* We should check the leave balance before applying.
* We can compensate our leave with any other working day.
* CL and SL are ceased/lapsed after year.
* For max 2 years, PL if not used can be cached.
* Total number of leaves per year

1. 8 CL
2. 8 SL
3. 18 PL
4. 14 ML (\*if applicable)

**In Response to**:

BootCamp Assignment # 1

**By**: Jamshad Ahmad