

Attendance Policy

For the period July-21 to June-22

Standard Office Time: Monday to Saturday

Sign In Time	Grace Time	log out Time	Grace Time	Break Time	Total Time (Hours)
9:00	15 Min	18:00	15 Min	13:00 to 14:00	9:00

Attendance after grace time will be marked as Late.

Sign out before grace time will be marked as Early-Out

Flexible time may be implemented on request of HOD(s)

Deductions:

3- Late-In after grace time	1 Day Salary
3- Early-Out before grace time	1 Day Salary
6- Late-In	1 Day Salary
6- Early-Out	1 Day Salary
Arrived after 11:00	Marked as Half Day
Arrived after 14:00	Marked as Leave

Leaves: Days

Casual Leaves	12
Sick Leaves	12

leaves may avail on monthly basis.

Deduction:

Casual Leaves	Notify before 2 days otherwise considered as leaves(s) without pay.
Sick Leaves	Doctor's Certificate is required for approval
Leaves exceed to max limit	Marked as Leave(s) without pay
After exceeding 12 leaves of max limit.	Job Termination

Benefits after Policy Implementation:

Leave Encashment:	on remaining leaves including sick leaves
Medical:	on 100 % policy implementation
Annual bonus	Subject to achieve their targets
Salary Increment	10% to 25% depending on your performance considered by your HOD

Employee Name:

Designation:

Company:

Director/CEO

Vals Group

Cc:

Mr. Abid Rehman	Director	Vals International
Mr. Farhan Qadir	Director	Vals Technologies
Mr. Faraz Hashmi	Director	Vals Tracking