

# OFFICE WORK-HOUR & LEAVES POLICY

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## POLICY GUIDELINES

1. The objective of this document is to establish a policy regarding office work hour and leave entitlement & this will replace all previous leave policies.
2. Leave calculation is based on the calendar year - January to December.
3. Employees who are appointed during the course of the year shall be entitled for leaves on pro-rate basis.
4. Employees whose date of joining is before 15<sup>th</sup>, are entitled to get the leave credit for that month.
5. Employees who are relieved after 15<sup>th</sup>, are entitled for leaves due for that month.
6. Employees who are working at clients' site, are required to follow their client's leave policies and keep the company informed at all times.
7. The different types of leaves given under the policy are Casual Leave & Sick Leave.
8. Employees need to use Casual Leaves in cases of wedding, vacation, urgent work and any other personal reason. For such cases, they cannot use sick leaves.
9. Sick Leaves need to be applied only for medical emergency cases. For this emergency, employees can use casual leaves as well.
10. The probability of leaves getting approved will all depend on the situation & workload as minimum members are required to be present during those days.
11. Company has a right to cancel leaves at any point of time and without providing any reason.

## WORKING HOURS

1. The standard office working hours are from 10:00 to 18:30 hrs.
2. Employees are entitled to take 5 minutes grace in the morning with a limitation of 3 times in a month. Post which, half day salary would be deducted.
3. Employees are entitled to leave 30 minutes early in the evening with a limitation of 2 times in a month.
4. Punching in attendance machine is mandatory, failing which you would be considered as absent. For any technical issues with the Punching Machine, please inform HR.
5. If an employee staying in office for work up till 21:00 hrs, he is required to report in office next day at regular working hour.
6. If an employee staying in office for work beyond 21:00 hrs, he is entitled to report in office next day by 11:30 hrs. Also, company shall offer them food facility. You will be reimbursed upto an amount of Rs 150 or actual, whichever is lower towards food expenditure. Kindly provide the supporting documents for the same.

## LUNCH TIME

1. Company recommends employees to have lunch in between 13:30-14:15 hrs.

2. If any employee desires to go out for lunch, he must adhere with the above-mentioned time.

### **CASUAL LEAVE**

1. 6 Casual Leaves are provided to all Employees in a year.
2. Informing HR via mail to the HR for any kind of leave is mandatory. If HR is not informed about a leave, then the employee shall be marked as absent (Unpaid leave).
3. Only working days shall be taken into consideration for computing casual leaves.
4. If an employee avails more than 6 casual leaves, extra leaves will be treated as unpaid.
5. Unused Casual Leaves will be encashed in the month of January.
6. For any employee applying for less than 3 successive leaves, approval must be taken at least 3 days prior. In case of non-adherence, the leaves would be considered as unpaid. The management has the right to take any decision in this case which also includes taking disciplinary action against the employee.
7. In case an employee is applying for more than 3 successive leaves excluding public holidays, festivals or Saturday and Sunday, they need to apply for 15 days prior availing for leave. In case of non-adherence, the leaves would be considered as unpaid. The management has the right to take any decision in this case which also includes taking disciplinary action against the employee.
8. In all other exceptional cases, the management has the right to take any decision.

### **SICK LEAVE**

1. 4 Sick Leaves are provided to all Employees in a year.
2. Informing HR via mail to the HR for any kind of leave is mandatory. If HR is not informed about a leave, then the employee shall be marked as absent (Unpaid leave).
3. Only working days shall be taken into consideration for computing casual leaves.
4. Unused Sick Leaves will get lapsed by the end of the year.
5. Employees need to submit a medical prescription in case successive 3 leaves are taken for a medical emergency.
6. If 4 or more than 4 successive leaves are taken for medical urgency, then it is mandatory to submit the medical certificate.
7. No Medical bills will be accepted as a replacement of medical certificate.
8. In case of long medical emergencies, employees must provide a medical certificate from doctor mentioning 'the employee is medically fit to join the company'.
9. In case of sudden sickness, employees need to inform HR and Reporting Manager maximum by 9.30 am. Proper documentation and explanation would be expected on the next working day. The management has the right to take any decision in this case which also includes taking disciplinary action against the employee.
10. In any other exceptional cases, the management has the right to take any decision.

### **HALF DAY LEAVE**

1. A minimum of 5 working hours are required to avail half day casual leave/sick leave.
2. In case working hours are less than 5, a full day leave shall be considered for that day.

3. If an employee requires to take half day leave in the first half, he is required to report office latest by 1.30 pm.
4. If an employee requires to take half day leave in the second half, he can leave only after 3.00 pm.

### **WORK FROM HOME**

1. Employees are allowed to Work From Home only if their reporting manager permits it.
2. Employee is expected to be available on phone/mail/skype during office hours, so as to be considered as Work From Home.
3. Employees are allowed to request for Work from home for half day also, if their reporting manager permits it.

### **NOTICE PERIOD**

1. No Leaves are allowed during Notice Period.
2. In case of emergency, leaves will be treated as unpaid.
3. During final settlement, Casual/Sick leaves will be apportioned on monthly basis and will remain paid (if not availed) and overtaken leaves will be considered unpaid.

### **WEDDING LEAVES**

1. Employees are entitled to avail 15 paid wedding leaves (including weekends & public holidays) in case they want to avail all the leaves at once.
2. Those who have served the organization for a minimum one year are eligible to avail paid wedding leaves.
3. Wedding leaves can be availed only once.
4. Wedding leaves can be accumulated or used in instalments.
5. In this case, cumulatively total 11 working days of wedding leave will be allocated.
6. This can either be availed 1-month pre or 1 month post wedding date.
7. It is mandatory to submit the Marriage Certificate after marriage within 3 months from the date of marriage.

### **MATERNITY & PATERNITY LEAVE**

1. Eligible expecting women employees who have worked for at least 90 days shall be entitled to 26 weeks paid Maternity leave.
2. The employee can also avail additional maternity leave which will remain unpaid.
3. Company has full right to cancel or half maternity leave in certain unfavourable conditions for example if employee started work with any other organization.
4. HR needs to be informed 2 months prior to avail maternity leave.
5. It is mandatory to submit Birth Certificate after the birth of the child within 2 months.
6. In case of male employees, they are entitled for Paternity leave for 15 days to take care of his wife and newborn child.
7. He can avail this leave 15 days before or within 3 months from the date of delivery of child.
8. If such leave is not availed within the period, it shall be treated as lapsed.

## **BEREAVEMENT LEAVES**

1. When a family member dies, the grieving employee should contact either her supervisor or the HR department with information about the days he/she needs to be off work.
2. When an employee loses an immediate family member, the company provides five days (In total) of paid time off.
3. The company provides three days of paid time off in the case of an extended family member's death.
4. Immediate family members include spouse, child, parents, mother- and father-in-law, stepparents, stepchildren and stepsiblings.
5. The extended family includes aunt, uncle, grandparents or grandparents-in-law, grandchildren, brother- and sister-in-law, and daughter- or son-in-law.